

## Outreach/Grants Coordinator

Conducts targeted outreach and marketing of agency programs/services to underserved populations. Assists in facilitating the successful completion of grant proposals and implementation.

- Devises innovative outreach strategies. Maintains outreach event calendars and attends related events. Collaborates with community partners to plan and execute outreach events. Designs flyers and brochures for distribution at outreach events.
- Researches Census data and other data regarding the agency's program/service area.
- Provides grant proposal and other document assistance (i.e. parent/teacher handbooks, etc.)
- Writes press releases, creates photos, gathers marketing and communication analytics.
- Assists with agency social media content.
- Provides energy assistance applications.

Must have a Bachelor's Degree and a minimum of two years related experience. Must also have extensive computer skills, which includes Microsoft Word and Excel proficiency. Graphics, web design experience and AP format writing preferred.