



Sonora Environmental Research Institute, Inc. (SERI)

**Job Announcement
Community Outreach Worker
Full-time Position (40 Hours/Week)**

SERI is a community-based, non-profit, tax-exempt organization that has been extensively involved with environmental, health and safety issues in southern Arizona for over 30 years. Our mission is to preserve the environment and protect human health through the development of a sustainable future where there is environmental justice and opportunity for all people regardless of economic, ethnic, nationality or gender status. We partner with neighborhoods that are under economic, environmental and health stress and help determine the risks to which the residents are exposed and actions to be taken to reduce those risks. We respond to community needs and implement programs to make immediate and long-term impacts.

The Community Outreach Worker will be responsible for working in environmental justice communities and neighborhoods on a variety of SERI programs. The outreach worker will recruit participants for SERI programs, staff community events, participate in home visits and surveys and provide information for resources and services. The Community Outreach Worker must have a passion for helping the community, a positive attitude, be flexible and have a willingness to collaborate with program staff to identify issues and develop solutions.

This position requires attending outreach events many of which are held at night and on weekends.

Major Duties

- Conduct community visits to households and small businesses to recruit participants for SERI programs
- Participate in outreach events and resource fairs: staffing tables, recruiting program participants and providing information about programming to participants.
- Complete initial application process for participants in SERI's programs.
- Participate in online and in-person workshops.
- Work with the team to maintain and create community resources for programs.
- Maintain records of activities.
- Input data into company database.
- Attend planning meetings with program staff and maintain schedules to reach program goals.
- Gather information from community members regarding effectiveness of programming and materials.
- Write reports of activities for quarterly reports.
- Perform other duties as assigned.

Qualifications:

- Ability to work well in a collaborative environment.
- Excellent interpersonal skills.
- Ability to work independently, meet deadlines.
- Ability to organize and prioritize work, perform multiple tasks, identify and resolve problems and coordinate efforts with other staff members.
- Ability to work with people of widely varied ages, ethnic, and cultural backgrounds.
- Ability to write program reports.
- Skilled with Microsoft Office including Word and Excel.
- Willingness to adapt to a flexible work schedule.
- Bilingual proficiency in English and Spanish.

Education

- Bachelor's Degree in a relevant field
- Two years of relevant experience may substitute for the Bachelor's degree.

Experience

- Experience in community outreach in a non-profit is preferred.

Salary

- \$25/hour

Benefits

- Flexible hybrid work schedule
- Thirteen paid holidays
- 130 hours of paid time off
- 24 hours of paid sick leave
- Health, vision and dental insurance

SERI is an equal opportunity employer and values diversity. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

To Apply

Email a résumé and cover letter to Ann Marie Wolf at seri@seriaz.org.