

DAPRP
AD

Temporary City-wide Outreach Coordinator

Location: Washington, DC

Summary:

The Daniel A. Payne Reclamation Program (DAPRP) is seeking a well-rounded individual to satisfy a requirement for a City-wide Outreach Coordinator. This is a temporary position that is guaranteed through March 2010. In addition to working well in a team environment, as a successful candidate you will incorporate the following:

Requirements:

- Masters Degree required (preferred graduate study in Social Work with an emphasis in community outreach) with at least 5 years of work experience in community outreach and program development; Or, 8 years of equivalent combination of education and experience acceptable.
- Strong organizational and communication skills
- Working knowledge and experience with Microsoft Office Products specifically MS Word, Excel, Outlook. Working knowledge and experience with contract management software such as ACT! data base

Responsibilities:

- As the City-wide Outreach Coordinator, you will work under the supervision and guidance of Cluster Coordinators in Clusters A, B, and C that span across the Washington Metropolitan corridor with a specific focus on networking and recruiting faith institutions and community organizations for the purpose of establishing a resource bank for each Cluster to use in the meeting of the needs of offenders/mentees.
- Must be available to attend evening and weekend meetings as needed.

To apply for the vacancies listed, please submit a cover letter including salary requirement, and resume via e-mail to gcharity@daprp.org

DAPRP is an EOE M/F/D/V.