



## Outreach Coordinator

**Industry:** Volunteer Management, Building Coalitions, Training Programs, Volunteer Recruiting

**Employment Type:** Full-time 16-week project (Sept-December 2020) with possible full-time opportunity thereafter

**Compensation:** Hourly rate commensurate with experience

**Job Functions:** Training, Strategy/Planning

### About Us

Manufacturing Renaissance (MR) is a nonprofit nonpartisan organization, founded in 1982 with the mission to advance a sustainable development through manufacturing. MR is recognized as a leading expert, advocate and practitioner of policies and programs that support the manufacturing sector as a primary strategy for reducing poverty and expanding and sustaining middle-class communities.

MR leads the Chicagoland Manufacturing Renaissance Council (CMRC) to promote the importance of rebuilding a globally competitive, innovation-based advanced manufacturing sector in the US.

In response to COVID-19 the Board of Commissioners of Cook County has partnered with Manufacturing Renaissance to establish the **Cook County Early Warning Network** that partners with manufacturers to avert layoffs and facilitate training of essential manufacturing jobs.

### Position Overview

This role will serve as the local community liaison for the Manufacturing Renaissance **Cook County Early Warning Network** responsible for outreach activities targeting data collection of manufacturing businesses impacted by the COVID-19 pandemic. The ideal candidate has thorough knowledge of community resources, strong network building capacity, the practical communication skills to conduct grassroots awareness and the ability to serve as an effective liaison with program management and the business community.

This role will be responsible for identifying eligible businesses, conducting outreach, assisting them to the extent necessary, and consistently follow-up to ensure outreach effectiveness.

### Responsibilities

- Serves as the community liaison for the CRRS Project, related to new and ongoing outreach activities for purposes of supporting eligible businesses.
- Coordinates, writes, and submits in a timely manner any progress reports required.
- Facilitates the outreach community meetings and other activities as needed
- Provides administrative and operational support to program management.
- Works collaboratively with representatives from government agencies, community organizations, and businesses.
- Interacts directly with community members and community leaders.
- Develops impactful and creative ways to reach and engage with our target audience.
- Facilitates planning meetings with internal and external partners as needed.
- Maintains complete and organized records of all meetings and events.
- Maintains accessible and complete records regarding resources, key contacts, evaluation data, number of individuals reached, etc.
- Assists in the collection and management of data for evaluation of community engagement activities.

### Skills and Qualifications

- Bachelor's degree in appropriate discipline (Social Services, Public Administration, Business, or related field)
- Minimum 2-3 years of previous experience in community outreach, public, or non-profit services; grant management, marketing, or similar fields is required.



- Strong organizational and decision-making skills are essential.
- Excellent interpersonal, written, and verbal communication skills.
- Ability to professionally and appropriately communicate with a diverse group of individuals.
- Ability to work in a highly organized manner within a fast-paced, innovative, and continuously changing environment.
- Ability to work independently with minimal supervision.
- May be required to work extended hours on weekdays and/or weekends, as needed.
- Must be required to travel and work in remote environment.
- Must be able to arrive at scheduled meetings and events in a timely manner and be ready to perform job responsibilities.