



POSITION ANNOUNCEMENT

Outreach/Community Engagement Coordinator

Bilingual, Spanish Speaking and non-Spanish Speaking Positions Available

Title: Outreach/Community Engagement Coordinator

Schedule: 16-40 hours/week (flexible schedule)

Salary: TBD

Office Location: San Rafael, CA

Supervised by: Director of Parent Services

What is Matrix?

- **Our Mission:** Empowering families of children with special needs to successfully understand and access the systems that serve them.
- **Matrix** is a nonprofit parent-run information and resource center serving the four North Bay Counties of Marin, Napa, Sonoma, and Solano.
- **Matrix** parents gain life-long skills and knowledge to help their children live, learn and participate fully in their communities.
- **Matrix** maintains a strong commitment to under served populations. Bilingual and bicultural staff are available in all four counties to serve Latinx families.

Job Summary

The Outreach/Community Engagement Coordinator will implement critical outreach and training activities to underserved families who have children, teens and young adults with special needs or disabilities who are seeking assistance from the education community and other organizations.

Job Duties

- Identify and reach out to existing community partners in diverse communities in the North Bay.
- Connect to a variety of organizations including community centers, health clinics, nonprofit organizations, religious organizations, schools, etc. to share information about Matrix and to offer educational and informational sessions.
- Participate in community and fundraising events in order to publicize Matrix's services and to reach as many parents and educators as possible.
- Provide one-one technical assistance to families.
- Assist in reviewing translated materials, if Spanish speaking.
- Provide specific outreach to community leaders to ensure they are aware of the services available through Matrix.
- Assist in developing portable materials to exhibit at events.
- Work with the Communications Manager to post information on social media and create content for online newsletters, website and other publications as needed.
- Assist Parent Advisors with trainings and creating information for workshops as well as scheduling speaking engagements.

- Represent Matrix at interagency collaborations.
- Maintain required records of activities and assist with compiling reports.
- Assist in other projects when needed.
- Attend regular meetings of Parent Advisor and Outreach team at Matrix.

Qualifications

- Parent, guardian or family member of a child with disabilities and strong evidence of understanding of disability issues.
- Bilingual, Spanish a plus.
- Knowledge of North Bay nonprofits and collaborations.
- Working knowledge of Microsoft office, and other computer programs; computer proficiency.
- Ability to manage priorities and use time efficiently.
- Ability to work collaboratively as a team member.
- Excellent interpersonal skills; demonstrates respectful and cooperative manner.
- Demonstrates a willingness to learn.
- Ability to work independently and meet deadlines with minimal supervision.
- Good organizational skills with strong attention to detail.
- Ability to understand and respect boundaries and confidentiality of clients served.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin or any other status protected by applicable laws or regulations.

Matrix is an equal opportunity employer
Main office - 2400 Las Gallinas Ave, San Rafael, CA 94903

To apply for this position, send a letter of interest and resume to Beths@matrixparents.org