**Outreach + Engagement Coordinator**

**Power2Workers** is a small women-owned, women run business focused on community advancement and local hire on construction projects throughout Southern California. **Power2Workers** focuses on finding motivated candidates that have completed construction training or have relative experience and partnering them with construction employers. **Power2Workers** is focused on the ultimate retention and success of the partnership between employers and employment candidates. **Power2Workers** also focuses on the support and growth of small, disadvantaged businesses and business associations, and pairing them with resources to ensure their success.

**Power2Workers** is seeking an Outreach and Engagement Coordinator. Below is a list of responsibilities:

* + Lead community outreach and engagement including events.
	+ Track scheduling of outreach events.
	+ Attend community network events, training program culminations and speaking engagements and table.
	+ Develop outreach calendar to increase the number of available workers in database (monthly metrics to be mutually established and reviewed).
	+ Organize and hold Power Hours (monthly events for our hired workers).
	+ Organize outreach events and job fairs.
	+ Manage social media engagement. Marketing agenda and engagement with partners social media component (monthly metrics to be mutually established and reviewed).
	+ Monthly reporting on all outreach efforts.

**Qualifications**

* Must be Excellent in Microsoft Office (Word, Outlook, Excel).
* Must be an excellent communicator.
* Must be able to travel to outreach events on an almost daily basis.
* Must be an advocate for the advancement of others and passionate about workforce development.
* Must be a self-starter and be able to work independently.
* Spanish speaking is a strong qualification.