



OUTREACH COORDINATOR

WiNGS, formerly YWCA of Metropolitan Dallas, offers education programs, training and one-on-one financial coaching services that help women and families find their path to a better life. The **Outreach Coordinator** is a member of an established team delivering the WiNGS Finance and Career/Asset Building program. The Outreach Coordinator will work with the community to connect members and partners to WiNGS. In addition to creating awareness and recruiting participants, this position assists the Finance and Career team in executing program activities. Evening and weekend hours may be required. Reliable transportation is needed.

PRIMARY RESPONSIBILITIES INCLUDE:

- Establish and maintain strong partnerships with community partners.
- Understand the mission of WiNGS, communicating programs and services effectively.
- Create, schedule, organize, and promote outreach activities and special events.
- Supervise volunteers as needed to assist in outreach activities.
- Develop content and materials for special outreach programs such as workshops, meetings and conferences (such as presentations and flyers, etc.)
- Conduct activities to execute program components including presentations, data entry, registration and outcome management.
- Prepare and maintain internal reports and coordinate internal meetings to develop outreach strategies.
- Work with the internal marketing department to coordinate outreach activities.

QUALIFICATIONS KNOWLEDGE & EXPERIENCE:

- Bilingual/Spanish required; Bachelor's degree in Social Work or related field preferred
- Demonstrated ability to establish and maintain positive working relationships with others; able to work independently and take initiative.
- Demonstrated written and verbal communication skills
- Working knowledge of Microsoft Office Suites including Word, Excel and Outlook
- Strong organizational and time management skills
- Ability to work flexible schedule (required to work some evenings/weekends).
- Must have reliable transportation, local travel required.

WiNGS offers competitive compensation and comprehensive benefits, including medical, dental, vision, and life insurance, short- and long-term disability plans and retirement, as well as an environment where your professional growth and advancement are cultivated. WiNGS is an Equal Opportunity Employer.

For immediate consideration, qualified candidates should submit a resume via email to jobs@wingsdallas.org or complete the employment application on our website at www.wingsdallas.org and fax to 214.584.2313.

About WiNGS:

The WiNGS Center at Ebby's Place helps women become strong mothers, financially secure, and successful in the workplace by providing resources and support. Join us in helping women find their path to a better life.