



THE POWER OF CHANGE

# Outreach Specialist

Department of Community & Career Services

333 Sheridan Ave, Albany NY 12206

## **ABOUT ALBANY COMMUNITY ACTION PARTNERSHIP:**

Albany Community Action Partnership (ACAP) is a source of direct support for families who live in poverty in Albany, New York. The majority of program participants are from economically vulnerable families with incomes below 75% of the federal poverty threshold (or \$20,160 for a family of three - the average family size of ACAP's customer population). For 50 years ACAP has been providing a network of programs which serve the needs of children and families living in poverty.

Our prominent programs include: Early Head Start, Head Start, Energy Assistance and Weatherization, Assets for Independence, Career Pathways, Healthcare Opportunities Grant, and we support parents through Employment and Dress for Success. Through its programs, ACAP has created positive change in the lives of children and families in Albany, Cohoes and Wilton. ACAP embodies the spirit of hope, improving communities and making the Capital Region a better place.

## **RESPONSIBILITIES:**

Outreach Specialists are responsible for developing and coordinating community resources and program service activities. They develop and maintain effective working relationships with community organizations, representatives from unions, private industries, government agencies, public agencies, and similar sources to provide outreach of the career service programs.

Outreach specialists attend outreach events representing ACAP; they draft flyers, manage and distribute promotional materials. They maintain the website, social media sites, media relations, press clippings, and media contact databases. They develop press releases and follow up on meeting requests. They also conduct research on potential partners with local businesses and faith-based organizations. Outreach Specialists must also attend networking events, attend community meetings, task force meetings, and promote program goals.

## **QUALIFICATIONS:**

An Associate's Degree in Human Services, Social Work, Sociology, a related area, or a Family Development Credential is required. High School Diploma or GED AND a minimum of five (5) years' experience working in the field of Human Services, Employment Services or with a Community Organization maybe accepted in lieu of degree.

Experience in employment support, case management, familiarity of local social service providers will also be considered a plus. Good interpersonal & communication skills are necessary. Basic PC skills including database entry, word processing, and spreadsheet skills are required. The candidate may also be required to possess, and have ability to maintain a valid driver license because travel to and from program locations throughout Albany County may be required.

## **PAY RATE / BENEFITS:**

Competitive health benefits; Educational Assistance; Retirement; Paid time off;  
Starting \$14.96 with the potential for increase every year based on performance

## **CLASSIFICATION / HOURS:**

Non-Exempt, Full-time (40 hours per week, 52 weeks per year)

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## **APPLICATION PROCESS:**

Please send a cover letter and a current resume to:  
Albany Community Action Partnership, Human Resources  
333 Sheridan Avenue, Albany, NY 12206  
FAX: (518) 463-8185  
E-MAIL: HR@albanycap.org  
Selected Candidates will be contacted for interview.  
*No Phone Calls Please*

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