

# Coachella Valley Housing Coalition



45-701 Monroe Street, Suite G, Plaza 1, Indio, CA 92201  
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## **Job Description** **Emergency Preparedness Outreach Worker/Educator** **Department: Community Relations**

**Department:** Community Relations  
**Report to:** Resident Coordinator  
**Supervises:** N/A  
**FLSA Classification:** Non-exempt  
**Status:** Temporary Part-time Employee (3 positions open)  
**Hourly Wage:** \$14.00 per hour/8 hours per week

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### **Position Overview:**

The Outreach Worker/Educator will be responsible for assisting CVHC staff with outreach and education activities including planning and implementation activities for emergency disaster training to local residents. This candidate will work to ensure that at least 8,000 CVHC residents in Coachella Valley are engaged and participate in the Emergency Preparedness Training Project.

### **Essential Duties & Responsibilities including but not limited to:**

- Assist Resident Coordinator in conducting outreach and education activities to promote the Emergency Preparedness Training Project to residents that reside in CVHC's apartment communities in the Coachella Valley Region
- Attend and participate in monthly meetings and periodic trainings for the Listos Roundtable/Riverside County as required by funder
- Distribute flyers and post announcements to social media to promote the educational presentations, community events and Listos Training
- Distribute flyers at CVHC apartment communities to promote the trainings and announce scheduled educational presentations on disaster preparedness
- Provide emergency preparedness outreach, education and training to 8,000 residents in CVHC apartment communities in Coachella Valley
- Conduct and facilitate educational presentations to local residents to promote the training event and increase the awareness of emergency disaster project
- Assist resident supervisor in identifying, selecting and scheduling trainings with Listos California including engaging the participation of local residents
- Identify and meet with outside emergency disaster responders and first responders (i.e. local fire, police, paramedics, etc.) to plan and schedule an emergency disaster expo or community resource fair
- Track and collect sign-in sheets, meeting agendas, completed surveys, communication

tools and other reporting data as required by funder

- Assist the resident coordinator with the engagement data, evaluation and progress/final reports activities as required by funder

**Job Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. One-year experience conducting community engagement or outreach education activities is preferred, but not required;
2. Good organizational and communication/bilingual skills is required;
3. Ability to work well with diverse populations including interacting with the public, CVHC residents, CVHC staff and volunteers;
4. Knowledge of Microsoft Office applications and internet/social media skills required;
5. Travel throughout Riverside County is required; Since driving a vehicle during the scope of employment is necessary, incumbent should possess a valid California driver's license and carry automobile liability insurance that meets or exceeds State requirements. A clear Motor Vehicle Record is required. Updated MVR's may be periodically collected.
6. Must pass a DOJ criminal background check and drug test;

***CVHC is an equal-opportunity employer. Affirmative Action Employer***