



Coastside Hope
Neighbors Helping Neighbors

248 Main Street Suite 200
Half Moon Bay, CA 94019
Tel: 650.726.9071
Fax: 650.726.7096

Community Outreach Coordinator

Reports to: Programs Director

Status: Full-Time, Non-Exempt

Salary: \$25.20/hour or \$27.00/hour

Position Summary

The Community Outreach Coordinator plays a key role in connecting Coastside Hope (CH) with the communities we serve. Reporting to the Programs Director, this position is responsible for developing and implementing outreach strategies that increase awareness of CH programs, strengthen community partnerships, and support equitable access to services. The ideal candidate is passionate about social justice, skilled in public engagement, and highly organized.

CH is a second responder in the event of a community emergency or disaster. During an emergency or disaster, and only after personal responsibilities are under control, all staff are asked to report for work to be available to help in ways that may be different from their normal work responsibilities.

Essential Duties and Responsibilities

Community Engagement & Outreach

- Maintain ongoing communication with program managers to ensure alignment of outreach efforts and promote cross-program visibility
- Build and maintain relationships with diverse stakeholders, including faith-based groups, public officials, local agencies, educators, and community members, to garner support for programs and initiatives
- Serve as liaison to community partners, collaborators, and event organizers to sustain and expand organizational presence and impact
- Stay informed about local resources, services, and partnerships relevant to the communities served and promote strong community relations
- Identify, train, and develop community leaders in organizing principles and practices to strengthen parent- and community-led organizations
- Conduct regular one-on-one visits with parents and community members to provide guidance and support
- Establish and manage multiple community organizations to foster leadership and drive local initiatives
- Plan and coordinate public forums, meetings, and events led by community leaders



- Regularly attend community events, outreach activities, collaborative meetings, and partner forums to represent the organization and adapt outreach strategy based on community feedback
- Maintain an up-to-date outreach calendar, track attendance, and manage data collection and evaluation for all outreach activities
- Manage all outreach materials, ensuring timely updates and distribution of print and digital content that reflects current programs and priorities
- Support grant reporting and data management, including documentation of outreach metrics, preparation of outreach-related reports, and assistance with funding proposals
- Ensure consistent, knowledgeable communication about programs to the public, reflecting a clear understanding of program goals and resources
- Participate in staff development sessions at the local, regional, and national levels with partner organizations
- Create and distribute outreach content across email, newsletters, social media, and CH's website.
- Prepare and update outreach materials such as flyers, presentations, and agency collateral.
- Support outreach across departments as needed.
- Others duties assigned as needed

Client Access & Navigation

- Provide accurate information and referrals to help clients access CH services.
- Identify and reach underserved or marginalized populations with targeted outreach.
- Gather community and client feedback to inform and improve outreach efforts.

Communications & Materials

- Develop culturally and linguistically appropriate materials in collaboration with the communications team.
- Maintain up-to-date knowledge of CH programs and eligibility criteria.

Data & Reporting

- Track and report on outreach activities, community needs, and engagement outcomes.

Qualifications

Required

- Bachelor's degree in social work, public health, communications, or a related field — or equivalent relevant experience.



- Minimum 2 years of experience in community outreach, public engagement, or social services.
- Bilingual proficiency in English and Spanish (written and verbal) required; ability to communicate complex concepts clearly and accurately across both languages in external-facing settings.
- Excellent public speaking, interpersonal, and written communication skills.
- Cultural humility and ability to engage with diverse communities with respect and empathy.
- Strong organizational and time-management skills.
- Proficiency in Microsoft Office, Google Workspace, and virtual meeting platforms.
- Valid California driver's license and a good driving record.

Preferred

- Familiarity with local community-based organizations and public assistance programs.
- Experience with client management databases.
- Prior experience working with safety net services.

Knowledge, Skills, and Abilities

- Ability to work both independently and collaboratively with internal teams and external partners.
- Comfortable supporting individuals and families in crisis or with complex needs.
- Strong attention to detail, initiative, and follow-through.
- Sensitivity to issues of race, class, gender, sexual orientation, and other dimensions of diversity.
- Ability to manage multiple priorities with flexibility, tact, and professionalism.
- Maintain appropriate professional boundaries and confidentiality.

Working Conditions

- Local travel required; occasional evening or weekend hours may be necessary.
- Must be able to lift up to 25 pounds for outreach materials and event setup.

Benefits

- SIMPLE IRA Plan
- Comprehensive health insurance
- Paid time off



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To Apply:

Please email your resume and cover letter to admin@coastsidehope.org

Coastside Hope is committed to equal employment opportunity and providing reasonable accommodations to applicants with physical and/or mental disabilities. We value and encourage diversity and solicit applications from all qualified applicants without regard to race, color, gender, sex, age, religion, creed, national origin, ancestry, citizenship, marital status, sexual orientation, physical or mental disability, medical condition, veteran status, gender identity, genetic information, or any other characteristic protected by federal, state, or local law.