



**Ocean Bay Community Development Corporation (OBCDC)** is currently hiring a **Community Organizer** . OBCDC is a non-profit organization serving the residents of the Rockaways, with particular attention to those living in public housing developments, to promote self-sufficiency. The Community Outreach Specialist will become part of an expanding organization with an opportunity for growth.

### **Community Engagement Department Community Organizer**

All activities are under Living Healthy and Living Well. When living healthy and living well we are to assist residents in:

- Workforce: Employment that pays a wage that is livable to a healthier lifestyle.
- Information: Do disburse information to residents so they can understand how policy and laws affect the way people live and are govern. (RAD, Political Platforms, Laws, Policy information, Sandy Resources, Entrepreneurship.
- Wrap around services: To help overcome barriers to self –sufficiency.
- Special Project/Programs: Healthy Foods, Mt. Sinai Study, etc.
- Senior Van and Resources: Making sure seniors are mobile to get to Doctor’s appointments, pharmacy trips, grocery stories, other appointments they may need to have, and special events that are intergenerational and cultural events.

#### **Responsibilities**

- Gather all information that effect the Rockaway Peninsula that effects people who live in public housing and surrounding communities, and be the Liaison to understanding.
- Coordinate Engagement activities / informational /meetings where information is disbursed to community residents (RAD, Rockaway TA Leadership, Action meetings, Block Association meetings, etc.)
- Coordinate mission driven special events where OBCDC promotes self-sufficiency. (Voters registrations, Intergenerational activities, senior programs, Leadership workshops, Field Trips that are of cultural learning, and Health Activities, RAD.
- Provide excellent client services and ensure client satisfaction.
- Build positive working relationships with clients.
- Describe new services, training programs and outcome information for All OBCDC programs.
- Maintain database by entering new and updated client information, and tracking of documentation
- Secure information by completing data base backups, signature pages, and notes.
- Develop new strategies for client retention activities.
- Respond to client queries in a timely manner; via telephone, email and front desk.
- Track clients that have used our services and do continuous follow up via email, phone call, post cards to clients that have not been active for more than 30 days.
- Analyze client feedback and develop new techniques to ensure client retention.
- Perform other duties as assigned by supervisor.

#### **MINIMUM QUALIFICATIONS:**

- High School Diploma or its equivalent.
- Written and oral fluency in Spanish and English preferred
- Experience working in a multi-cultural setting.
- Experience working in a community-based setting for at least 1 to 2 years preferred.
- Basic computer skills.
- Understand the community served.

Full-time position with benefits. Salary commensurate with experience. Please send resume and cover letter, including salary requirements (required), to

**Community Outreach Specialist**

Ocean Bay Community Development Corporation

434 Beach 54<sup>th</sup> Street

Arverne, NY 11692

[Obcdc8@gmail.com](mailto:Obcdc8@gmail.com)

No phone calls 0r541`23, please.