

JOB VACANCY

Position: CKF Outreach Coordinator
Location: Kosciusko, Huntington, Wabash, & Whitley Counties
Hours: 7:30 AM – 5:30 PM Monday-Thursday, 7:30 AM – 11:30 AM Friday
Occasional Evenings and Weekends
Starting Salary Range: \$16-\$18/hr

JOB SUMMARY

The Covering Kids and Families (CKF) Outreach Coordinator is chiefly responsible for promoting the Covering Kids and Families program by connecting CKF of Brightpoint with the surrounding community. The Outreach Coordinator will work closely with the CKF Program Manager to create strategic relationships with community partners and funders, plan local events, and increase the overall visibility of the CKF program in assigned counties.

JOB DUTIES

1. Assists with the development and implementation of the annual CKF Work Plan.
 2. Plans, coordinates, and maintains a calendar of community-based outreach and education activities and/or events.
 3. Promotes the CKF program through planning and hosting bi-annual coalition meetings and monthly coalition email updates.
 4. Nurtures community partner relationships including, but not limited to schools, organizations, and potential and existing grant funders.
 5. Identifies potential funding prospects and presents them to program management.
 6. Actively participates as a member of the agency Outreach Committee.
 7. Completes program reporting and tracking per CKF program requirements.
 8. Completes public health coverage applications for consumers.
 9. Reviews, submits and follows up on all applications submitted, including contacting applicants and state employees.
 10. Provides ongoing support to applicants to maintain and utilize public health coverage benefits.
 11. Travels for training, application intake, and outreach activities as necessary.
 12. Assists in clerical support and day-to-day operations, as necessary, including, but not limited to copying, filing, mailings, computer updates, etc.
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SKILLS AND QUALIFICATIONS

1. Associate's Degree or equivalent, required; a Bachelor's Degree, preferred.
 2. Preferred experience of 2-4 years within non-profit outreach and promotional activities.
 3. Outstanding written communication and presentation skills.
 4. Spanish or Burmese Bi-lingual, preferred.
 5. Ability to work with minimal supervision both alone and with others in a team environment.
 6. Self-motivated, dependable, reliable, attentive to detail, well organized, work well under stress, and able to meet deadlines and prioritize tasks.
 7. Willing to work flexible hours, including evenings, Saturdays and Sundays, when required.
 8. When driving for Brightpoint, the employee must have a valid Indiana driver's license and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance.
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DATES FOR INTERNAL POSTING: FROM 9/27/2022 TO Until Filled

TENTATIVE DATES FOR EXTERNAL POSTING: FROM 9/29/2022 TO Until Filled

APPROXIMATE DATE FOR POSITION TO BEGIN: IMMEDIATELY

FOR FURTHER INFORMATION, CONTACT, HUMAN RESOURCES EXT. 206 or 213

APPLICATIONS ACCEPTED – 227 E. Washington Blvd, FORT WAYNE, IN

**8:00 A.M. - 5:00 P.M., MONDAY – THURSDAY AND 8:00 A.M. – 11:00 A.M., FRIDAY
OR VIA THE INTERNET AT www.mybrightpoint.org**