



JOB OPPORTUNITY COMMUNITY OUTREACH COORDINATOR

About Us:

Filling in the Blanks is a nonprofit organization dedicated to fighting childhood hunger by providing nutritious food to children in need. We believe no child should face food insecurity, and our programs deliver critical resources to families and communities.

Job Summary:

We are seeking a dedicated and passionate **Bilingual Spanish-Speaking Community Outreach Coordinator** to join our team. In this role, you will be responsible for advancing and facilitating our programs, building strong relationships with community partners, and engaging directly with families to help further our mission of eliminating childhood hunger. This position plays a key role in ensuring that our services are accessible to Spanish-speaking communities and that we continue to expand our impact.

Key Responsibilities:

- **Program Facilitation:** Coordinate and implement community outreach initiatives, ensuring successful delivery of food programs to children and families in need.
- **Community Engagement:** Build and maintain strong relationships with local community providers, schools, families, and partner organizations to strengthen program participation.
- **Client Support:** Serve as the primary point of contact for Spanish-speaking families, ensuring they have access to our programs and receive necessary resources.
- **Partnership Development:** Collaborate with schools, social service agencies, and other nonprofits to develop partnerships that support and expand our mission.
- **Cultural Competency:** Develop outreach materials and program information in both Spanish, English and other languages as needed to ensure accessibility and cultural sensitivity.
- **Education & Advocacy:** Advocate for childhood hunger awareness, facilitate workshops, and represent the organization at community events.
- **Data Management:** Maintain accurate records of outreach activities and participant data, ensuring compliance with organizational guidelines.

- **Mission Alignment:** Work closely with the program team to align outreach efforts with the broader goals of the organization and continuously seek ways to improve our impact on childhood hunger.
- **Schedule:** In office Monday - Friday, job may require some evenings and weekends, off site travel will be required, must have own transportation.

Qualifications:

- Fluency in Spanish and English (written and spoken) is required.
- Bachelor's degree in social work, education, public health, or related field preferred.
- Minimum of 2 years of experience in community outreach, social services, or nonprofit work, especially in bilingual settings.
- Strong interpersonal and communication skills with the ability to connect with diverse communities.
- Experience working with children and families, particularly in underserved or vulnerable populations.
- Ability to work independently and as part of a team, demonstrating flexibility and adaptability.
- Strong organizational skills and attention to detail.
- Passion for social justice, food security, and community development.
- Microsoft Office Suite experience required.
- Salesforce experience preferred but not required.

Compensation & Benefits:

This is a full-time, exempt position with an annual salary of \$50,000-\$60,000 per year. The job is in person in the Norwalk location. A person must relocate close to Norwalk before starting work. Other benefits include:

- Health insurance
- Paid time off (PTO)
- Professional development opportunities
- Supportive and mission-driven work environment

How to Apply:

Please send your resume and cover letter detailing your relevant experience and why you are passionate about fighting childhood hunger to info@fillingintheblanks.org. Applications will be reviewed on a rolling basis.