

SPRING COMMUNITY OUTREACH ASSOCIATES

Since its founding in 1877, The Fresh Air Fund, a not-for-profit youth development organization, has provided free life-changing summer experiences in the outdoors to more than 1.8 million children from New York City's underserved communities. Young people also participate in year-round leadership, career exploration and educational programs. For more information, visit www.FreshAir.org.

POSITION SUMMARY

The Fresh Air Fund is recruiting Spring Community Outreach Associates to work within our Community Outreach Team. They will outreach to NYC communities and help to deepen and strengthen our relationships with community organizations, schools, faith-based institutions, and various community partners. They will manage registration events, present about The Fresh Air Fund summer programs, and recruit children and families to apply for summer programs. This is a hybrid role that will require remote and in-person attendance. It may require evening and weekend hours.

RESPONSIBILITIES

The Community Outreach Associate will work directly with Community Outreach Managers and help to spread awareness of The Fresh Air Fund's summer programs.

Responsibilities include, but are not limited to:

- Canvas and give presentations virtually and in-person platforms for different stakeholder
- Implement department recruitment strategies, which may include:
 - Prepare materials for community partners and recruitment events
 - Staff events and tabling at various agencies
 - Help with mailings and other appropriate follow-up with community partners and our families
- Assist with application review and processing
- Communicate and assist parents with completing applications in person and over the phone
- Required to travel to different boroughs within New York City by public transportation
- Manage a high volume of phone calls regarding summer programs, application process and child application status

QUALIFICATIONS

- Must be 18+ years of age
- Strong organizational and public speaking skills
- Outstanding interpersonal and communication skills
- Comfort with speaking and meeting with families and professionals alike
- Patient and friendly with a high degree of professionalism



- Strong computer skills and must be detail oriented
- Bilingual and fluency in languages other than English strongly preferred (e.g.: Spanish, Mandarin, ASL)

The Fresh Air Fund requires all employees to be fully vaccinated against COVID-19, including eligible booster doses, or to apply for reasonable accommodation.

Employment Period: January 2023 through Late May 2023

Hours per Week: up to 28 hours per week

Working Hours: Staff will be assigned work hours that fall between 9am-8pm

Compensation: \$15/hour

Benefits: None

APPLICATION INSTRUCTIONS:

To apply, please submit a [Community Outreach Associate application](#) and cover letter. **Applications without a cover letter will not be considered.** We are hiring on a rolling basis and encourage interested applicants to apply as early as possible. No calls or recruiters, please.

The Fresh Air Fund is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations, and communities to apply.