

**STEPPING STONES OF DUNN COUNTY  
OUTREACH COORDINATOR  
JOB DESCRIPTION**

**Summary**

Work with Community Connections Manager to build capacity to provide food, shelter and support for the underserved in Dunn County. The aim of this AmeriCorps VISTA position will be to establish community relationships, assess areas of need, and build structures for communication that will sustain beyond the year-term of the placement.

**Responsibilities**

- General orientation with Stepping Stones, spending one week with each of the three programs: Food Pantry, Shelter Program and Community Connections/Volunteer Services
- Attend meetings and listening sessions with partner agencies, establishing relationships, lines of communication and initial discussions of need
- Schedule meetings and community engagement sessions, including attendance by at least one other Stepping Stones representative
- Conduct assessments of types and areas of need for underserved populations
- Work with Executive Director and Program Managers to prioritize identified need in underserved communities
- Participate in program-improvement discussions, aimed at meeting prioritized need identified in underserved populations
- Work with Community Connections Manager to update contact lists for volunteers/service-providers from rural, Hmong and Hispanic communities
- Work with Pantry Manager to update and expand primary contacts for food need and distribution in rural, Hmong and Hispanic communities
- Work with Assistant Director – Development & Public Relations to improve outreach communications using various media
- Identify resources for continued translation of updated service notifications for Hmong and Spanish-speaking communities

**Accountability**

- Reports directly to Community Connections Manager
- Works with other staff, volunteers, clients, area agencies, churches, and other community partners in fulfilling the organization's mission

**Schedule**

- 40-hours/week
- Monday through Friday
- Days

**Compensation** — Standard benefits of AmeriCorps VISTA placement, including

- \$17,600 pay through one-year placement
- Up-to \$350/month housing assistance
- \$6,495 education grant upon end of full year's service
- Healthcare and Childcare benefits
- Educational Loan forbearance during service

**To Apply**

Apply through the AmeriCorps Website:

<https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=105168>

-or-

Email Jill Seichter for more information: [j.seichter@steppingstonesdc.org](mailto:j.seichter@steppingstonesdc.org)