



## Everybody Builds

### Outreach & Engagement Coordinator | Job Description

---

Everybody Builds is a nonprofit organization launched in early 2023 designed to diversify the construction industry in Philadelphia. Working in partnership with the region's largest developers, property owners, contractors, trade associations and unions, Everybody Builds is committed to aligning market opportunities and preparing diverse contractors and workers to play a substantial role in Philadelphia's growth.

The **Outreach & Engagement Coordinator (OEC)** is a **Full-Time, exempt position** and a crucial member of our team, supporting and enhancing workforce programming and furthering the mission of Everybody Builds. The position will support our workforce program partners, participants, and engage with community members, organizations, and other stakeholders in various capacities. This position will be responsible for program awareness, participant recruitment support, outreach, and engagement activities. This position will support our workforce program partners, participants, and graduates to be successful, opening doors for underrepresented groups in the construction industry. Working closely with the Manager, Workforce Programs, you will support program participants and graduates, coordinate events, collect & manage participant data, and provide support to ensure our workforce program partners reach and impact diverse communities.

#### **Responsibilities**

##### **Awareness & Community Engagement**

- Assist in all workforce awareness and engagement activities which will include tasks such as: creating and dispersing outreach materials, attending client referral/recruitment meetings and/or events, coordinating info. sessions, creating and distributing questionnaires, etc.
- Support in coordination and attending of Everybody Builds events, informational sessions, and other initiatives to raise awareness of Everybody Builds, workforce program partners, and engage with the community and other key stakeholder groups.
- Support to build and maintain a network of local social service providers, ensuring participants have access to a broad spectrum of resources and support.

##### **Supportive Services**

- Support participants and graduates with individual barrier reduction on an as needed basis, including assessing need and providing essential support services when appropriate (transportation, childcare subsidies, emergency assistance, etc.) to reduce barriers to program completion and employment/apprenticeship retention.
- Coordinate monthly group engagement calls/virtual workshops for program participants and graduates including outreach, preparation of materials and resources, and any follow-up needed.
- Conduct consistent outreach to program graduates to check status, assess current needs, and assist in barrier reduction and referrals to supportive services as needed.
- Regularly track and evaluate participant progress, tailoring support strategies to individual needs to maximize success.
- Coordinate with manager to track and disperse barrier reduction funds to partner programs and other recipients.
- Maintain professional relationships with community partners by providing and receiving referrals to resources and programming.

##### **Data Management**

- Assist in the collection, organization, and analysis of participant data, ensuring accurate tracking of all engagement, progress, and outcomes.
- Support in the preparation of reports and presentations to share insights and updates with stakeholders and team members.

##### **Administration & Special Projects**

- Perform general administrative duties.

- Assist in the planning, implementation, and execution of special projects as needed.
- Attend after-hour meetings and events as needed.

**Education and Experience:**

- Minimum High School diploma
- Prior experience in workforce development and/or training, and/or minimum of one to three years of relevant experience in a related field such as the building and construction trades, apprenticeships, training programs, or working with contractors.
- Must have experience handling multiple projects and tasks simultaneously, and ability to utilize planning and organizational skills
- Excellent interpersonal skills, experience collaborating in a multi-disciplinary & dynamic team, and the ability to effectively work with diverse populations is required.
- General case management experience is preferred.

**Competitive salary and benefits**

- Annual salary starting at \$45,000 dependent on education, relevant experience, and abilities.
- Hybrid position with regular attendance in office, at in-person meetings and after-hours events required.
- Competitive benefits package including:
  - Medical, Dental, and Vision
  - Long-term Disability (LTD)
  - 403(b) Retirement Plan
  - Flexible Spending Accounts
  - Short-term Disability (STD)
  - Employee Assistance Program (EAP)
  - Life Insurance
  - PTO and 14 Holidays per year

To Apply, please email an up-to-date resumé, cover letter, and references to [info@everybodybuilds.org](mailto:info@everybodybuilds.org).