



SPARK Outreach Coordinator

Position Summary

The Outreach Coordinator will play a critical role in supporting Seward County's COVID-19 recovery efforts. The primary responsibility will be to work closely with Seward County businesses, non-profits and other organizations to ensure that they are aware of and apply for funding to support their COVID-19 recovery efforts. This position will also assist these organizations in preparing their applications for support and ensuring that they leverage the dollars effectively. This position will be required to work with remote case managers who will make determinations of eligibility in coordination with County staff and the Board of County Commissioners. Depending on the needs, the Outreach Coordinator may also be assigned additional tasks and special projects at the discretion of the County. The ability to work independently and remotely, as required, during the COVID-19 pandemic while producing high-quality work with minimal supervision is essential. This is a full-time, temporary position currently funded through December 30, 2020.

Responsibilities include but are not limited to:

- Communicating and liaising with area businesses, non-profits and other organizations who are eligible for financial reimbursement programs for COVID-19
- Assisting organizations through the application process for grants
- Providing administrative support such as drafting letters and filing memos, monitoring a general email account, managing the shared calendars, etc.
- Attending regularly scheduled meetings, preparing agendas, taking notes, and tracking action items
- Providing consistent, detail-oriented, professional products, as well as delivery of all work within established time frames
- Assisting in the execution of projects by documenting, tracking, and escalating issues through resolution
- Promoting effective work practices, working as a member of a small and close-knit team, and showing respect for co-workers

Qualifications

- A minimum of 2 years' experience in a customer service, sales, communications or outreach role
- Proficiency in Microsoft Office Suite, including Outlook, Word, PowerPoint
- Comfortable with uncertainty and able to create structure within chaos while maintaining a positive, solution-oriented attitude
- Comfortable working with a diverse set of stakeholders
- Ability to manage multiple priorities; strong attention to detail; impeccable work ethic; punctual
- Ability to think creatively and identify opportunities to increase efficiency
- Strong interpersonal skills and the desire to work collaboratively; dependable team player

Additional Skills (preferred but not required)

- Experience with web-based file systems
- Comfortable communicating technical requirements and procedural documentation
- Bilingual

Please submit a resume and cover letter to cares@sewardcountyks.org. Position is open until filled.