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| **Job Information:** |
| Job Title: **Outreach Specialist** Employees Needed: **8**  Full Time: Part Time: 20-30 hrs weekly Job Location: **San Bernardino CA**  Work Days: Mon Tues Wed Thurs Fri Sat Sun Vary  Pay $11to $ **12.75** Per **hour**. *Successful completion of 30 days probation will result in potential pay increase* Benefits: No  Pay Negotiable, depending on experience? No .  Work Hours From: **10am-3pm daily OR 1pm-5pm daily. Ability to work weekends desired.** |

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| **Requirements & Duties (please be detailed. 500 Character Limit per section):** |
| *Requirements (Work experience required, Minimum Education, Drivers License etc.):*  ◦ Face-to-face interactions with supporters and community stakeholders  ◦ Attend public and private sites, which may be indoors or outdoors, to actively engage with members of the public to recruit new supporters for VFM 2018 efforts  ◦ Consistently exceed the breadth/depth penetration targets set by manager  **Essential**  • Proven experience in sales preferred; past door to door sales or cell phone sales ideal  • Ability to walk and stand for longer periods of time  • Professional level competence in written and spoken English  • Accuracy in all written and electronic record keeping.  **Preferred**  • One or more languages other than English; Spanish desirable  • Access to own transportation  *Duties (Duties of the position that you are hiring for): •*  Represent VFM2018 its clients, and yourself in a professional and informed manner at all times, and in accordance with the client Codes of Conduct;  • Manage own emotional state; retain positive mindset to ensure supporters are engaged with enthusiasm at all times;  • Provide accurate reporting and administration in line with management requirements; ensure all paper and electronic records are completed accurately;  • Provide own means of reaching agreed work sites with all necessary equipment. Personal Vehicle and/or transportation a requirement.  • You will be expected to travel to sites on a daily basis, and to be proactive in your journey planning;  • Be available to work unsocial hours including weekends, public holidays and some evenings as the nature of the role requires this;  • Attend, punctually, training days and meetings as required.  Duties may change at anytime and VFM2018 reserves the right to update and change your job description at anytime.  VFM2018 is an at will employer; this document is an outline of expected essential functions of the role, but is not inclusive of all duties. This job description is not a contract or promise of employment. Employment can be terminated by employer or employee at anytime. Failure to comply with expected job duties; failure to meet donor recruitment and quality metrics; failure to follow VFM2018 policies and processes, or failure to meet attendance expectations will result in termination of employment. |

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| **Employer Information:** |
| Employer Name: **VFM 2018**  Fed. I.D. **1397089**  Address: **PO Box 1666 - San Bernardino CA 92402**  Contact Person: **Chris Jones**  Phone Number: **909-362-7937** Fax Number: **n/a**  Email: [jv.2015@yahoo.com](mailto:jv.2015@yahoo.com) |

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| **Application Method:** |
| **First Date of hire is: Thursday, January 4, 2018**  **Week of December 18, 2017 through December 22, 2017:**  11am—3pm MUST CALL FOR APPT  **December 27 through December 29, 2017:** 11am—3pm only. MUST CALL FOR APPT  Call for telephone screening: 909-362-7937. Applicant should email resume PRIOR to phone screening, email resume to: jv.2015@yahoo.com |

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| **. Hiring Requirements:** | **Benefits:** | |
| Drug Test  Criminal Background  Credit Check | Medical  Dental  401k | Vacation Leave  Sick Leave  Other: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.** |

Please email this job order to[AHenry@wdd.sbcounty.gov](mailto:AHenry@wdd.sbcounty.gov).

Questions call Altricia Henry **909-771-4724**

San Bernardino County Workforce Investment Board

658 East Brier Drive (Suite 100) San Bernardino, CA 9282408