

Outreach Coordinator

Overview:

Title: Outreach Coordinator

Schedule Type: Full-Time

Areas of Focus: Event planning, youth development, grassroots organizing, coalition building, volunteer mgmt.

Location: Dallas, Texas

The Position/Role: CAIR-DFW is looking for a passionate and talented individual to fill the newly created Outreach Coordinator position. Join one of the most dynamic teams defending civil rights on behalf of the American Muslim community and strengthening the image of Islam and American Muslims in the media.

Time Commitment: Full-time with periodic evenings and weekends required for presentations and community outreach events.

Duties and Responsibilities Include:

- Acting as primary coordinator and point person for all CAIR-DFW and affiliated events
- Implement vision and objectives set forth by Board and ED for CAIR-DFW Outreach
- Assisting in strategic planning and implementation for CAIR-DFW outreach efforts
- Working to develop engaging and challenging youth programs and development opportunities
- Facilitating the research and development of content for publication including annual reports
- Supervising interns to support outreach department needs
- Working with Islamic centers, MSAs, and other faith communities and communities of color on a variety of social justice issues to mobilize community engagement
- Oversee recruiting, establish relationships and manage volunteers and community activists
- Providing presence at relevant organizations' (college campuses, nonprofits, mosques, etc.) events, activities, and meetings
- Research best practices and needs for effective outreach programs
- Work with development team to compile metrics on outreach activities
- Coordinating and delivering CAIR-DFW public educations programs, interactive workshops, training sessions, and forums
- Writing opinion pieces and letters to the editor
- Ensuring all communications adheres to CAIR's core values and mission
- Other duties as assigned

All CAIR staff are required to assist in general duties such as answering phones, weekly outreach, fundraising, and other office tasks.

Required Qualifications:

- A Bachelor's Degree in Communications/Public Relations/Education or related field
- Excellent oral communication and writing skills; knowledge of AP style preferred
- Event planning skills and experience with public speaking
- Highly motivated, self-initiating and energetic. Must have capability to work on multiple projects or tasks at a time
- Experience working with non-profit organizations and Muslim community desired
- Excellent oral and written communication and managerial skills to interface with media professionals, community leaders, volunteers, donors, and staff in a professional and effective manner.
- Strong organizational and time management skills and ability to work well on tight deadlines
- Working knowledge of Microsoft Word, Excel, and Outlook software
- Access to a working vehicle and the ability to drive throughout North Texas for events and outreach
- A strong commitment to civil rights and CAIR's mission

This position reports to the Executive Director.

Compensation:

- Compensation commensurate with skills and experience
- Generous benefits package includes medical and dental insurance, holidays and vacation.

To Apply:

Please send (1) a cover letter discussing your interest in the position, (2) your resume, (3) a brief example of your writing, and (4) the names and contact information of three references, to: asalem@cair.com with the subject line "Communications & Outreach Coordinator".