



Mustard Seed School Outreach Coordinator

40 hours per week with benefits

M-F 7:30am-3:30pm

\$18.00 per hour

As a program of Sacramento Loaves & Fishes, Mustard Seed School is an emergency school for children experiencing homelessness. Children in grades preschool through eighth grade can attend school and receive no-barrier educational services in an environment of welcome, hospitality and compassion.

The Outreach Coordinator works under the direction of the Program Director and is responsible for maintaining relationships with parents and guardians as their children attend school. The Outreach team also supports the classroom environments as well as maintaining relationships other L& F programs, outside agencies, service providers, public schools etc.

Job Responsibilities:

- Advocate for families experiencing homelessness
- Prepare and complete intakes for every new family; present at weekly staff meetings
- Connect families with community resources, shelters, county programs etc.
- Maintain student files and notes with input from teachers
- Regularly conduct outreach at motels, parks and camps by the river etc. to connect with families
- Constantly build knowledge about the social service system, network with other organizations and update resources
- Coordinate daily transportation in school vans as well as dental & vision appointments as needed
- Some public speaking at fundraising events and meetings will be required
- Supervise and work alongside the Outreach Assistant
- Support the Student Resource Specialist in communicating with public schools and re-enrollment when appropriate for each family
- Supervise students for lunch and recess times
- Take quarterly inventory of all donations and manage inventory system
- Other duties as assigned

Qualifications:

- Must have desire and commitment to working with and advocating alongside children and families experiencing homelessness
- Must have good organization, communication and creative problem solving skills
- Must be willing to use positive discipline techniques
- Must be able to work as part of a team; supervisory experience preferred
- Must have CA Driver's license, good driving record; must be willing to drive students in school vans as needed
- Must be willing to obtain California Commercial Driver's License
- Must be willing to be fingerprinted and have a current TB test

To apply please submit resume to Human Resources, PO Box 13495 Sac, CA 95813, fax to Human Resources at (916) 446-9376 or email to hr@sacloaves.org no later than July 31, 2021.