



San Diego Futures Foundation

4283 El Cajon Blvd, Suite 220, San Diego, CA 92105

T: 619-269-1684 | F: 619-269-3471

www.sdfutures.org

ORGANIZATION BACKGROUND

The mission of SDFF, a local nonprofit 501(c)(3) serving San Diego County, is to improve people's lives by making information technology available to underserved individuals, organizations and disadvantaged small businesses through training, education, technical services, and equipment. SDFF is supported by a variety of local funders including the County of San Diego. For more information please visit our website: www.sdfutures.org

OVERVIEW: Community Outreach (Volunteer/Unpaid)

The Community Outreach Volunteer will serve as a community liaison engaging in a variety of community outreach and educational activities. Basic functions include: Tabling at events, and school based programs, assisting with special events and other tasks necessary to create awareness and educate the community about SDFF's resources, services, volunteer programs, and upcoming events.

RESPONSIBILITIES

- Disseminate information, like brochures, and other materials during various events, fairs, and festivals.
- Promotion of SDFF programs/services at different locations for low income families and individuals.
- Conduct strategic phone calls to share resources with other nonprofits.
- Capture contact information for people interested in SDFF programs and services, and assist with follow up phone calls and emails.
- Assist with pick-up and drop-off of materials for outreach events, as well as clean-up.
- Perform other administrative duties pertaining to outreach objectives.

Required Attributes and abilities

- Excellent communication skills and comfortable speaking in public.
- Comfortable working with people of varying socioeconomic backgrounds, sexual orientations, and ethnic diversity.
- Ability to work independently and within a team.

The Community Outreach Volunteer works under the supervision of the Community Outreach Coordinator and works collaboratively within the department and with all SDFF staff.

TERMS

Schedule: 2-3 hour orientation and training; Minimum of 8 hours per week, including some weekends; schedule is flexible and dependent upon volunteer's availability