Community Outreach Fellow – December 2013

LINK Center

Located in the Northfield Community Resource Center (NCRC), the LINK Center connects Northfield community members with resources in Northfield and across Rice County, including health, legal, food, housing, Adult Basic Education, and City/County services. During the times when the Center is staffed, anyone may come to the LINK Center and ask questions about local resources and services.

The LINK Center seeks a Community Outreach Fellow for the month of December 2013 to:

- Assist community members (particularly Spanish speakers and other newcomers to Northfield) with identifying and accessing community resources
- Complete a month-long project designed to increase community awareness about the LINK Center and its resources

The majority of the hours will need to be served during the time that the LINK Center is open (typically 10:00 a.m. - 5:00 p.m., Monday-Thursday and 10:00 a.m. – 1:00 p.m. on Friday). Fellows who volunteer 75 or more hours will be eligible for a stipend at the end of the fellowship.

Requirements:

- Conversational in both English and Spanish
- Strong written and oral communications skills
- Able to deal effectively with ambiguity of tasks and able to take initiative
- Ability to critically think and respond to new and different situations
- Self-motivated, able to work independently with strong organizational skills
- Able to present oneself in a highly professional manner and be an ambassador of the LINK Center
- Preferred – Existing knowledge of Northfield and Rice County community resources

Interested candidates should submit a résumé to LINK.NCRC@gmail.com. Application review will begin immediately and continue until the position has been filled.