



DEL RICHARDSON & ASSOCIATES, INC
LINKING SOLUTIONS

Dear clients, COVID-19 has resulted in immediate hiring needs for many South Bay Employers. Del Richardson & Associates Inc. is hiring in the South Bay.

Outreach Specialist

- **Communication skills:** Both verbal and in writing to inform and persuade donors, the media and people in the community of the organization's purpose. An Outreach Coordinator's communication skills are necessary to communicate goals to coworkers.
- **Project management skills:** It is essential for an Outreach Coordinator to have skills in time management, scheduling other people and coordinating locations for events as well as vendors for events.
- **Administrative skills:** Office skills are essential for an Outreach Coordinator because there are many issues and paperwork in coordinating events, budgets and people.
- **Ability to multitask with several project details at once:** This ability is critical because events, people and members of the media need to be contacted and managed for effective publicity for the organization. Includes creative-ability to create storyboards, graphics, ads.
- **Drivers License and reliable transportation with insurance:**
- **Starting wage is \$18-\$20 an hour.**

Please email resume to Donald Perry:

DPERRY@SBWIB.ORG



A WORKFORCE
DEVELOPMENT BOARD

IT IS OUR GOAL TO PROVIDE ESSENTIAL WORKFORCE SERVICES TO SUPPORT THE PUBLIC DURING THIS DIFFICULT TIME. THE SBWIB HAS TAKEN A NUMBER OF STEPS TO ENSURE THE PUBLIC HAS ACCESS TO THE RESOURCES THEY NEED.



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THIS WIOA TITLE 1 FINANCIALLY ASSISTED PROGRAM OR ACTIVITY IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM. AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES BY CALLING IN ADVANCE TO CRS 1-800-735-2922 OR 310-680-3700