



COMMUNITY OUTREACH TEAM MEMBER

Pay Rate: \$10 per hour

Hours: 5-20 hours per month

MISSION

U.N.I.T.Y (Uniting Neighborhoods and Inspiring Today's Youth) is an organization designed to implement cohesion into the community. U.N.I.T.Y will play an instrumental part in assisting today's youth with recognizing their dreams and talents.

Position Overview: A Community Outreach Team Member is a person who will be responsible for monthly task that needs to be completed for the organization. It is a challenging job that requires dedication and flexible hours. It is a job that often leads to relationship development and strengthening of the community.

Major Duties and Responsibilities: Basic clerical skills such as filing, mailing, making phone calls, talking with people in community, appointment setting, and keyboarding skills. As the organization expands duties and responsibilities may grow.

Preferred Skills

- Skills in writing grammatically correct
- Skills in speaking clearly and using appropriate grammar
- Skills in establishing and maintaining a filing.
- Ability to exercise judgment to solve problems where the answer is not apparent
- Ability to establish and maintain working relationships with staff, supporters, and partnered organizations

To receive application contact U.N.I.T.Y at:

Email: contactus@unitydetroit.org

Mail: P.O Box 6917 Detroit, MI 48206

COMMUNITY OUTREACH TEAM MEMBER

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Alternate: _____

E-mail: _____ T-Shirt Size: _____

Availability

<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thurs</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>

Skills, experience, and/or interest (please check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Program Evaluation | <input type="checkbox"/> Special Events |
| <input type="checkbox"/> Administration, Management | <input type="checkbox"/> Grant Writing |
| <input type="checkbox"/> Nonprofit Experience | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Public Relations, Communications | <input type="checkbox"/> Outreach, Advocacy |

Please list last three jobs with related experience in community and/or clerical work

Organization/Business	Role/Title	Phone Number
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I, _____, hereby understand what is asked of me. I am able to handle the duties and responsibilities.

Signature & Date: _____

Return application to

U.N.I.T.Y P.O Box 6917 Detroit, MI 48206 or contactus@unitydetroit.org