



Educational Advocacy for the Empowerment of Youth

1611 Peach Street, Suite 120, Erie PA 16501

Phone 814-825-0788 Toll Free 1-844-370-1529

www.MissionEmpower.org

Assistant Outreach and Office Coordinator – Community Parent Resource Center Grant Support

Position Summary

The Assistant Outreach and Office Coordinator supports Mission Empower's outreach and administrative functions under the CPRC grant. This role provides assistance with community engagement, communications, event preparation, and daily office operations to ensure smooth functioning of Mission Empower programs and services.

Key Responsibilities

Including but not limited to:

Outreach & Communications

Creating flyers, social media posts, newsletters, and outreach materials. Assisting with preparing for and attending outreach events, presentations, and community activities. Gathering, assembling, and organizing outreach packets and promotional materials.

Administrative & Data Support

Data entry (Casebook) for outreach, advocacy, and training activities. Processing outgoing mailings, preparing labels, envelopes, and distribution lists. Maintaining organized digital and physical records. Supporting general office tasks such as answering phones, assisting staff, and restocking materials.

Training & Event Preparation

Gathering training materials, handouts, and supplies for parent trainings, youth programs, and presentations. Assisting with setup and breakdown for trainings, outreach tables, and special events.

Collaboration & Flexibility

Working collaboratively with Mission Empower staff to support CPRC activities and community engagement. Flexing hours based on program needs, including occasional evenings or weekends. Performing additional duties as assigned to support outreach, office operations, and Mission Empower's mission.

Qualifications

- High school diploma or equivalent required.
- 1-3 years of experience in office coordination and administrative support.
- Personal experience with a disability, parenting a child with a disability, and/or related experience may be substituted for experience.
- Strong communication and organizational skills.
- Ability to work collaboratively in a team environment.
- Basic computer proficiency, including Microsoft Office and social media platforms.
- Comfort with learning data systems such as Casebook (training provided).
- Creative mindset with attention to detail.
- Ability to multitask, prioritize, and adapt to changing needs.
- Commitment to working respectfully and collaboratively with fellow staff, M.E. board and volunteers, families, and the general community.

Mission Empower Core Values

This role aligns with Mission Empower's mission of empowering families and supporting access to education, employment, transitional skill building and leadership opportunities for youth and adults in Erie County.

M.E. is an equal opportunity employer.

Interested candidates should email a resume and cover letter to Darlene Brown, Executive Director, at dbrown@missionempower.org.