



**Last
Updated:
Jan 2012**

Capture the Dream, Inc. Position: Community Outreach Coordinator

Who We Are

Established in July 2006, Capture the Dream, Inc. is a registered, 501(c)(3) non-profit organization, dedicated to helping underserved and at-risk individuals succeed in school and find fulfilling, sustaining careers. We foster hope, love, and support to youth at critical time periods to empower them to overcome adversity and achieve their dreams. No dream is too small and no dream is too large.

Our organization offers several ongoing programs such as our *Capture a Dream* program that offers gift grants to low-income children throughout the Bay Area. Each gift grant embraces the value of education, arts, sports, and culture to encourage and motivate children in a time of need. In addition, our *Interpret a Dream* program pairs up career-minded individuals with mentors in a career field of interest. Our scholarship fund provides \$1,000 scholarships to students in need. Along with these programs, we also donate school supplies through our annual DreamPack campaign and distribute Christmas gifts through our *Adopt a Family* program.

This past year, we were able to fulfill the dreams of over 2,000 Bay Area youth and distribute over \$250,000 in goods and services to those in need. In addition, Capture the Dream, Inc. has been recognized in the Oakland Tribune, UC Davis Magazine, a local New York Television Show, People Magazine, AsianWeek, World Journal, AT&T Community Spotlight Hero Award, 2007 Maybelline Empowerment through Education Award, Oakland Mayoral Proclamation, San Francisco Mayoral Proclamation, San Francisco Board of Supervisors Certificate of Honor, California State Senate Certificate of Honor, Appreciation Award from the Taiwanese Consulate, PG&E Community Service Award, and Pinnacle Award.

Summary

Capture the Dream, Inc. is looking for an Outreach Coordinator to locate and speak to local low-income resource centers and other individuals/groups/businesses in the Greater San Francisco Bay Area (Alameda County, Contra Costa County, Santa Clara, San Francisco, etc.) about our vision of helping the impoverished in their area. Most importantly, this person should have a real passion for non-profit work, which would be evident in the interactions they have with potential community partners when telling them about Capture the Dream, Inc. and its actions toward combating poverty in the Bay Area.

Previous experience working with a non-profit organization is helpful but not necessary.

Duties and Responsibilities

- Willingness to learn all about Capture the Dream's brand, history and signature programs
- Locate and speak to local low-income resource centers and other individuals/groups/businesses
- Form new partnerships that will allow us to geographically spread our services out and help more people than ever before.



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- Present report at monthly staff meetings of prospecting activity
 - Regular follow-up with community partners/prospects

Qualifications

- Ambitious
- Resourceful
- Outgoing / friendly
- Excellent communication skills
- Well organized
- Great follow-up
- Required: Reside in the Northern California area
- Preferred: Drivers License and/or access to Public Transportation

Compensation

This is a volunteer position. There will be no financial compensation. Volunteer will receive experience within this career field and an exceptional letter of recommendation. We reward our volunteers with special promotional items, events, tickets, and other opportunities.

To apply, please send cover letter and resume to: tina@capturethedream.org

For more information, please visit us at: <http://www.capturethedream.org>

Capture the Dream, Inc.
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