

Community Outreach Coordinator

Who We Are

Lutheran Community Services (LCS) is a 501(c)(3) nonprofit organization dedicated to helping individuals and families address food, housing, and other essential needs with dignity and respect. Since 1959, LCS has served communities throughout Delaware by providing compassionate support and meaningful resources. Learn more at Lutheran Community Services Delaware

Position Summary

LCS provides services for the Delaware Quitline Program, a statewide initiative that helps Delaware residents quit tobacco use and improve their overall health. We are seeking a Community Outreach Coordinator to increase awareness of the program through community engagement, outreach activities, and partnership development.

This role is responsible for connecting individuals with free tobacco cessation resources, with primary outreach efforts focused on New Castle County and underserved populations across Delaware.

Key Responsibilities

- Promote awareness of Delaware Quitline services
- Develop and maintain relationships with community organizations, healthcare providers, businesses, and event organizers
- Identify and coordinate participation in community health and wellness events
- Participate and/or conduct presentations to community groups
- Increasing client referrals to the program.
- Utilize an outreach calendar to ensure consistent community presence
- Track outreach activities, community interactions, and partnership engagement
- Maintain outreach materials and inventory supplies as needed
- Stay informed on tobacco cessation resources, nicotine reduction strategies, and public health trends through ongoing training and education
- Attend team meetings, trainings, and other organizational events
- Perform additional duties as assigned

Qualifications & Skills

- Bachelor's degree in public health, Healthcare, Social Services, Communications, or a related field, or equivalent combination of education and experience
- 2–3 years of experience in community outreach, public health, healthcare, social services, or relationship management
- Strong communication, interpersonal, and relationship-building skills
- Excellent organizational and time management abilities
- Proficiency in Microsoft Office Suite, including Word, Excel, PowerPoint, and SharePoint preferred
- Ability to work independently and collaboratively in a team environment
- Adaptable, customer-focused professional with strong judgment and the ability to manage competing priorities
- Demonstrated commitment to community engagement and improving public health outcomes

Additional Requirements

- Valid driver's license, reliable transportation, and clean driving record required
- Ability to travel throughout the State of Delaware
- Ability to lift up to 25 pounds
- Tobacco-free required

Benefits

This full-time position includes a comprehensive benefits package, including:

- Medical, dental, and vision insurance
- Short-term and long-term disability insurance
- Life insurance
- Paid time off
- Mileage and travel reimbursement