



## **Mass Save Outreach Coordinator (Part-Time)**

QARI (Quincy Asian Resources, Inc.) is a not-for-profit social-service organization providing Asian and immigrant clients in MA, RI and NYC with opportunities to grow and succeed through our cultural and linguistically competent services and programs. Our integrated service model helps maximize QARI's outreach and impact to the immigrant community; and to provide our clients with resources and pathways for growth across all ages. QARI is committed to paving innovative ways to connect with immigrants most in need of support and to empower all in our communities to thrive.

QARI is currently participating in the Mass Save Community First Partnership, focused on increasing participation in Mass Save for limited English-speaking communities, moderate-income residents, renters, and small businesses in Quincy and Randolph.

To support this program, QARI is seeking a dynamic and passionate college student or recent graduate to execute our outreach campaigns in Randolph. We are partnered with the Town of Randolph to connect residents to energy efficiency programs (specifically residential weatherization and heating and cooling through Mass Save). The **Mass Save Outreach Coordinator** will help us reach residents in the community by assisting with tabling events, developing outreach materials, engaging with clients in-person and over the phone, organizing workshops and focus groups studies, and canvassing in these communities. The Coordinator represents our outreach campaign in the community and directly impacts QARI's success reaching residents and helping them save money and energy through these new initiatives.

**FLSA Status:** Non-Exempt

**Hours/Week Category:** Part Time (approx. 25 hours/week)

**Reports To:** Community Initiatives Lead

**Location:** Quincy and Randolph

**Rate:** \$20-22/hour depending on experience

### **Responsibilities:**

- Engage with the residents of our target communities to connect them to energy efficiency programs through tabling events, presentations and/or door-to-door canvassing.
- Contact main street businesses to arrange for on-site tabling opportunities and distribute information about energy efficiency programs.
- Create relationships with houses of worship, schools, and local organizations to engage with their members.
- Support the Community Initiatives Lead by identifying public tabling opportunities like farmers' markets, community fairs, and concerts and arrange for QARI to attend.
- Solicit feedback from residents who have been through the program and ask for referrals of family, friends, and neighbors.



- Solicit and record feedback from community members and community institutions about potential barriers to adopting energy efficiency measures to inform future programming.
- Coordinate focus groups with Randolph residents and community members, including participant recruitment, facilitation, note-taking, and/or translation.
- Maintain organized contact records and other data about partnerships and community members, as well as program successes and challenges.
- Capture learnings and best practices to help QARI improve our outreach efforts.

**Skills & Qualifications:**

- Required bilingual candidate, including oral and written proficiency, in English and Vietnamese, or Haitian Creole.
- Demonstrated sensitivity to and understanding of the diverse socioeconomic, cultural, and ethnic background of the community served.
- Excellent communication, organizational and problem-solving skills.
- Confidence to speak with residents in person and on the phone about participating in energy efficiency programs.
- Ability to work independently and as a part of a team.
- Detail-oriented and able to keep records and systems organized.
- Ability to travel in and around Quincy and Randolph.
- Sales, outreach, organizing, and public speaking experience, e.g. retail, political canvassing, fundraising, a plus.
- Some basic knowledge of home energy programs is a plus.
- Demonstrated use of technology and online applications (GSuite, Google Meet/Drive, Zoom).
- Flexible schedule, including evenings and weekends as needed for outreach events.

**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must have a vehicle and valid Massachusetts driver's license.

To apply, please email your resume and cover letter to [hr@quincyasianresources.org](mailto:hr@quincyasianresources.org) and [emilycanner@quincyasianresources.org](mailto:emilycanner@quincyasianresources.org).