



# MIRA Outreach & Events Associate (On-Call)

**Eagle Valley Community Foundation (EVCF)**

**Department:** MIRA Bus

**Reports To:** MIRA Program Manager

**Start Date:** ASAP

**Employment Status:** Part-Time, On-Call

**Pay Status:** Hourly, Non-Exempt

**Location:** Neighborhoods throughout Eagle County, Colorado, including El Jebel

**Wage:** \$21/hour

## About Us

Eagle Valley Community Foundation (EVCF) envisions a community that works together to build trust, hope, and wellness for all. EVCF provides access to programs and resources that support wellness, healthier food, and other essential needs in our community while embracing individual dignity and a commitment to sustainability and quality.

The MIRA Bus (Mobile Intercultural Resource Alliance) is a single-stop, comprehensive, and culturally relevant approach to resource connection and service delivery. MIRA increases accessibility by bringing programs and services directly into neighborhoods and community spaces. Learn more at [www.eaglevalleycf.org](http://www.eaglevalleycf.org).

## Position Summary

We are seeking a passionate, reliable, and community-oriented individual who enjoys engaging with people and representing MIRA in a dignified, friendly, and professional manner. This on-call position plays a key role in community outreach by promoting MIRA programs, attending assigned events, and representing EVCF at community meetings and tabling opportunities.

This person will interact with community members, partners, and volunteers, and is expected to display behaviors that align with EVCF's mission, vision, and values.

## Essential Duties and Responsibilities

- Attend events organized by EVCF or in partnership with community organizations, including school/college events, sports events, holiday gatherings, and family-focused activities.
- Represent MIRA at community meetings, outreach activities, and events where MIRA is invited to host a table or provide program information.



- Conduct outreach throughout Eagle County by posting informational flyers about MIRA programs, services, and upcoming events in designated neighborhoods and community locations.
- Support community engagement by promoting MIRA programs and building awareness of available resources.
- Engage customers at the bus or events by offering exceptional customer service and building trust and rapport.
- Assist with orienting and providing instruction to volunteers during events.
- Prepare materials, inventory, and outreach supplies prior to events; ensure timely setup and organized presentation.
- Prepare for outdoor events in varying weather conditions.
- Resolve conflicts or unexpected issues that arise during events with professionalism and calm.
- Understand and execute all event setup and tear-down procedures.
- Drive mobile units as needed; CDL training is beneficial.
- Assist with accurate and consistent data reporting.
- Maintain clean, organized, and dignified event and outreach spaces.
- Report back to operations managers with updates following each event or outreach activity.
- Assist with other general MIRA duties at the bus as needed, these include but are not limited to: welcoming customers to the bus, inquiring about their needs and connecting them with services and resources.
- Maintain strong knowledge of community resources to ensure effective referrals.

## Other Duties and Responsibilities

- Foster an environment that delivers dignity, warmth, and respect for customers, volunteers, and community partners.
- Support special projects that enhance community outreach efforts.
- Other duties as assigned.

## Knowledge, Skills, and Abilities

- Excellent interpersonal and communication skills.
- Ability to display empathy with customers, volunteers, and staff.
- Strong customer service orientation and professionalism.
- Positive, proactive, and solutions-focused attitude.
- Ability to build trust and relationships with individuals from diverse cultures, including the Latinx community.
- Strong organizational skills and attention to detail.
- Comfort working independently in the community and representing EVCF in public settings.

## Education and Experience

- High School Diploma or GED preferred.
- **Bilingual (English/Spanish) required.**



## Special Requirements

- Must be eligible to work in the United States.
- Must have a valid driver's license; CDL or willingness to obtain CDL training is beneficial.

## How to Apply

Interested candidates should submit a resume and supporting documents to **Virginia Lecea** at [virginia@eaglevalleycf.org](mailto:virginia@eaglevalleycf.org).

## Diversity, Equity, and Inclusion

Eagle Valley Community Foundation is an Equal Opportunity Employer. We embrace diversity, respect, and inclusion. We do not discriminate based on age, race, color, religion, sex, sexual orientation, gender identity or expression, genetics, national origin, disability, veteran status, or any other legally protected status. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.