



Position: Outreach Specialist
Reports to: Outreach Lead
Hours: 40 Hours a Week
Classification: Non-Exempt
Salary Range: \$28.00 - \$31.00
Role: On-Site & Field

ABOUT PORCHLIGHT

PorchLight is a 501(c)3 nonprofit organization founded in 1993 to provide a warm, safe, and hospitable place for single men to sleep and be nourished with three healthy meals each day. Today, with partnerships and support from King County's Eastside community, PorchLight serves more than 1,700 people each year with street outreach, day center services, shelters, permanent subsidized housing, case management, and other life-saving supportive services—including three meals a day, 365 days a year.

PorchLight is a healthy, fiscally stable organization with a dedicated Board and staff poised to advance its mission. Our core values are relationship, community, empowerment, dignity and respect. These values embody the PorchLight mission to partner with men experiencing homelessness & the community to create a path to stable living.

POSITION SUMMARY:

The Outreach Specialist plays a key role in advancing PorchLight's mission and values by connecting men without shelter to shelter and day services. This position collaborates regularly with both internal teams and external organizations to strengthen our network of care. The Outreach Specialist, in coordination with the Outreach Lead, helps extend PorchLight's values of dignity, respect, and compassion into every client experience. The position involves regular local travel between sites in a PorchLight vehicle and hands-on support for clients when needed.

RESPONSIBILITIES:

Outreach

- Support a coordinated outreach effort to increase awareness of PorchLight's mission, services, and programs.
- Collaborate with the Outreach Lead and the Development and Communications team to plan and participate in community engagement events, workshops, and presentations.
- Build and sustain relationships with community partners, government agencies, and other key stakeholders.
- Maintain an accurate and current database of outreach contacts.
- Regularly and accurately record activities and outcomes in Apricot.
- Assist in identifying opportunities that strengthen or expand outreach efforts in coordination with leadership.
- Stay informed on issues and trends that affect the population PorchLight serves.



- Conduct outreach in the community through direct engagement, presentations, and other networking opportunities to promote available shelter and services.
- Willingness to work where outreach occurs- including parks, encampments, public spaces, and other community settings where outreach occurs.

General

- Support the daily operations of PorchLight programs through planning, coordination, and consistent communication with staff and partners.
- Collaborate with leadership to improve processes, support program goals, and uphold organizational policies.
- Coordinate outreach that aligns with PorchLight's mission and strategic direction.
- Review written violations, incident reports, and staff log entries for accuracy, completion, and appropriate follow-up with guests, staff, Human Resources, and leadership.
- Maintain awareness of fire, safety, health, and workplace standards to ensure a safe and positive environment.
- Provide direct assistance and support to clients as needed. Including use of verbal de-escalation techniques to support individuals in moments of heightened stress or crisis.
- Collaborate regularly with external partners, including emergency service providers, congregations, Hopelink, TRAC, King County Public Health, funders such as the City of Bellevue and King County, and local neighborhood businesses and residents.
- Provide, on occasion, consultation and back up to the EMS shelter.
- Perform other related duties as assigned.

QUALIFICATIONS, KNOWLEDGE, SKILLS REQUIRED:

- Bachelor's degree in social work, Human Services, or a related field, or extensive experience in lieu of a degree.
- Minimum of two years of experience working with vulnerable populations.
- Knowledge of current best practices, philosophies, and funding related to shelter and support services for people experiencing homelessness.
- Strong understanding of Trauma Informed Care principles and their application in daily practice.
- Ability to engage effectively with underserved communities and individuals facing housing instability.
- Excellent interpersonal and communication skills with the ability to build trust and foster collaborative relationships.
- Deep commitment to PorchLight's mission, values, and focus on dignity and compassion.
- Energetic, ethical, and forward-thinking professional with a positive and approachable presence.
- Respectful of diverse community perspectives related to homelessness and supportive services with an understanding of the populations that have been historically mistreated in this country.
- Grounded in principles of social justice and equity.
- Ability to remain calm, compassionate, and effective in high-pressure situations and when working directly with clients in crisis.
- Strong organizational skills with attention to accuracy and detail.
- Demonstrated ability to prioritize tasks, coordinate activities, and work diplomatically across teams.



- Reliable attendance and commitment to work weekends as part of the 5-day schedule.
- Working knowledge in Microsoft Office, including Outlook, Word, and Excel.

CERTIFICATES, LICENSES & REGISTRATIONS:

- Washington driver's license and insurable driving record required.

ADA SPECIFICATIONS:

- Requires the ability to communicate and listen actively.
- Requires ability to use computers, telephones and other office equipment.
- Requires prolonged periods of standing and walking.
- Requires frequent bending, twisting, reaching, and kneeling to get in and out of vehicles, load and unload.
- May require to be physically able to climb ladders, bend, and crawl into awkward spaces.
- May require occasionally lifting to 40 pounds at a time.

SUBMISSION

To apply, please submit resume to careers@porchlightcares.org

TIMELINE

Applications will be considered on an ongoing basis; position open until filled.

EQUAL OPPORTUNITY STATEMENT

Decisions and criteria governing the employment relationship with all employees at PorchLight are made in a non-discriminatory manner, without regard to race, color, creed, religion, national origin, sex, marital status, pregnancy, disability, sexual orientation, gender identity, veteran status, age, FMLA status, or any other factor determined to be unlawful by federal, state or local statutes.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.