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<b>Job Title:</b>	Outreach Contractor	<b>Job Category:</b>	Independent Contractor/Immigration
<b>Department/ Group:</b>	Immigration Program	<b>Travel Required:</b>	Yes
<b>Location:</b>	Solano County	<b>Reports To:</b>	Director of Immigration Legal Services
<b>Position Type:</b>	Independent Contractor	<b>Salary</b>	\$15.00/ hour; 20 hours per month

Catholic Charities of Yolo-Solano (hereinafter “CCYS”) provides supportive services to low-income individuals and families in the counties of Yolo and Solano. We are seeking an organized, self-motivated individual to conduct outreach and marketing activities throughout Solano county to promote our Immigration Legal Services program.

NOTE: This is a project based position and the position may extend from March 2019 until July 2019.

**Project Description:** To promote the Immigration Legal Services of Catholic Charities of Yolo-Solano, Inc. throughout the county of Solano (Rio Vista, Vallejo, Fairfield, Suisun City, Vacaville, Dixon) and assist in outreach activities held by Catholic Charities of Yolo-Solano, Inc.

- Distribute marketing materials and flyers to businesses, agencies, libraries, etc. throughout Solano County.
- Assist the Immigration Legal Services program at various events held on weekdays, evenings and weekends
- Meet with the Immigration Legal Services department to coordinate activities

**Services to be performed:** 20 hours a month for the following services:

1. **Distribution of marketing materials and flyers:** Conduct weekly distribution of marketing materials and flyers. Each week targeting a different geographical area of the county.
  - a. For example: Week 1-Rio Vista & Vallejo; Week 2- Fairfield and Suisun City; Week 3: Vacaville; Week 4-Dixon),
  - b. Or depending on events scheduled by the Immigration Legal Services Program, focus marketing and outreach activities to the area where event will be held.
2. **Providing assistance at Events held by Immigration Legal Services department:** Provide assistance with set-up, event registration, event tear-down.

3. Check in with Immigration Legal Services department: Meet with Immigration Legal Services department at least weekly to ensure proper focus on geographical area and to coordinate pick up of marketing materials and flyers.

**Payment:** In consideration of these services, Catholic Charities of Yolo-Solano, Inc will compensate the Outreach Contractor \$15.00/hour at 20 hours per month.

1. Payment will be provided upon receipt of an itemized invoice detailing dates and times of activities, including list of locations where flyers were distributed and how many flyers were distributed.

**Independent Contractor status:**

As an independent contractor, this position is not considered an employee of Catholic Charities of Yolo-Solano, Inc. The Outreach Contractor has the sole right to control and direct the means, manner and method by which the services required by this Agreement will be performed. The Outreach Contractor shall select the routes taken, starting and ending times, days of work and the order the work is performed.

Applicants must submit resume to Teresa Alonso-Bray at: [teresa@cscssolano.org](mailto:teresa@cscssolano.org).

No Phone calls please

Position is open until filled