

Outreach and Resource Development Coordinator Position Description

Title: Outreach and Resource Development Coordinator

Position: Fulltime, Exempt

Reports to: Program Director

BRIEF OVERVIEW OF POSITION:

The primary responsibilities of this position are to manage community outreach and resource coordination for the organization including: helping to create print, social media and web content; coordinating the Volunteer Program; managing donor relations and helping with fund development. Strict confidentiality must be observed as it relates to client information, corporation business, executive decisions and all other personal information learned in the course of this position.

ACCOUNTABILITY:

Program Director/Executive Director

SUPERVISORY RESPONSIBILITIES:

Volunteers

ESSENTIAL RESPONSIBILITIES: Direct Services

- Provide crisis intervention, referral sources, and information to victims and clients
- Respond to hotline calls and assess the victim's need for services

ESSENTIAL RESPONSIBILITIES

Community Outreach

1. Network with local television and radio stations, manage social media accounts, and develop outreach materials for public awareness and volunteers
2. Update/produce website pages as needed
3. Design, create and manage Social Media marketing
4. Work in collaboration with the First Step Board Fundraising Committee
5. Represent First Step and its programs in meetings, site visits, and phone conversations with foundation, corporate and government representatives
6. Participate in area health fairs and expo events with diverse audiences for public awareness on the issues of domestic violence and sexual assault in 12-county area
7. Have an ongoing process to recruit, screen, train, supervise, evaluate, and terminate volunteers who provide direct client services to survivors of domestic violence and sexual assault
8. Conduct a 30-hour volunteer orientation/training (20hr class time; 10 hr on-the-job training) at least 3X a year and should include information about family violence, sexual assault and First Step services and community resources for survivors
9. Conduct regular volunteer meetings to keep volunteers informed of volunteer activities, opportunities and agency needs
10. Responsible for education speaking engagements with community organizations
11. Coordinate volunteer participation in community oriented events such as area wide information distributions, special events, and health fairs

12. Develop volunteer job descriptions as needed
13. Develop and keep current information on each volunteer including personal information (address, etc.), orientation/training records, status of individual volunteer (active, inactive, pending), areas of interest, and complete history of tasks/jobs performed for First Step and hours (time sheets) donated in each
14. Coordinate donation drives with schools, media, and service organizations to help meet the needs of clients
15. Maintain and update volunteer training manuals specific to volunteer areas of service
16. Develop and maintain working relationships with community organizations, businesses and individuals
17. Develop outcomes of program with Program Director and Executive Director, and implement evaluation process with assistance from Program Director

ESSENTIAL RESPONSIBILITIES

Resource Development

1. Work with Program Director and Executive Director to help prepare and manage foundation, corporate and government grant proposals and compile required reports.
2. Oversee donor communications and database
3. Proactively identify new or previously untapped potential funding sources

EQUIPMENT USED:

Computer and printer, Internet, copying equipment, calculator, automobile, fax machine

QUALIFICATIONS:

- Must have a Bachelor's degree and/or high school degree with equivalent experience working with volunteers. Personal volunteering a plus.
- Excellent written and oral communication skills, ability to give public presentations.
- Knowledge of issues related to domestic violence and sexual assault (or willing to learn).
- Ability to make good independent decisions.
- Flexibility, personal integrity and ability to work with others.
- Ability to maintain complete confidentiality of information regarding all employees, clients and First Step matters.

Start Date: As soon as possible.

To Apply: Candidates must submit all of the following:

1. A cover letter. Cover letter must explain specifically, how your experience and education meet the requirements of this position.
2. Resume
3. Completed First Step, Inc. "Job Application" that can be found at: <http://firststep.org/>.

All three items above must be emailed, "**Attention Outreach and Resource Coordinator Position**", to: firststephr@yahoo.com. *No phone calls please.*

Position will remain open until filled.

First Step, Inc. is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, or religion or otherwise as may be prohibited by federal and state law.