

## **Community Outreach Coordinator**

Seeking high energy, engaging, detail-oriented individual with excellent speaking and writing skills who will work well with a team, as well as independently. Must be available for occasional evening and weekend outreach events.

Primary responsibility is increasing awareness and engagement of both clients and partners through multiple channels. Works with and assists our Director of Outreach and Operations and Director of Development with in person events, including organizing and executing.

Must be in agreement with the Mission, Vision and Values and the Code of Christian Conduct of Wellspring Life Ministry and agree to uphold them in word and deed. Must demonstrate a personal relationship with Jesus Christ, exhibit spiritual maturity, and be a participating member of a local church.

### **Community**

- Educate the communities on services available through our Women's Clinics
- Identifies and acquires community networking opportunities, including Health and community fairs to attend each year, growing our outreach opportunities and impact
- Identifies and assists in cultivating relations with churches, businesses and community organizations
- Attends community and church events as needed, potentially in evenings and on weekends, including representing the Ministry at church, small groups and events
- Work to build and foster professional relationships with local Health Departments, Non Profit Health Care providers, Physicians and other prospective networking and referral sources
- With CEO, works on increasing client marketing opportunities

### **Schools**

- Connects and visits High School and College campuses and develops working knowledge or relationship with school counselors, health department RN's
- Connects and builds relationship with Christian and Prolife groups on High School and College campuses for marketing, relationships and education
- Works with CEO to evaluate & obtain best marketing for that campus

### **Social Media**

- Assists DOO with ministry and client social media and marketing

## **Development**

- Works with the Director of Development and Director of Outreach and Operations in executing and implementing aspects of fundraising events, including but not limited to the Walk and for Run and fundraising banquets and events
- Works with Director to Outreach and Operations on all aspects of the Baby Bottle campaign, such as assisting with outreach, signage, coin bags and bank deposits

## **Administrative**

- Maintain google docs of all engagements, meetings, events, and calls
- Develop and maintain an up to date point of contact list
- Ensures requested reports are completed on time

## **Competencies**

- Communication
- Time Management
- Impact and Influence
- Confidentiality
- Commitment to Excellence

## **Physical Demands**

- Be able to lift and carry 30 lbs and physically handle stairs
- Must have reliable transportation as this position requires regular independent travel to organizations, agencies and events

## **Hours**

This is a Part Time 16-20 hr a week position, working from the Severna Park office, flexible for Tuesday, Wednesday or Thursday, except when event attendance is required.

Regularly 16 hrs a week and increase to 20 hrs before, during and after special events, specifics to be determined by Director of Outreach and Operations.

Attendance at the next WLM volunteer training is required

## **Reports to**

Director of Outreach and Operations

