



FULL-TIME POSITION AVAILABLE

Outreach Coordinator

Classification: Full-time, Exempt

Supervisor: Executive Director

Location: On-site

For consideration, please submit:

- Cover Letter
- Resume
- Online Application

To apply, please visit: <https://www.indeed.com/job/outreach-coordinator-adefacfe1fed69f3>

Applications are now accepted until July 31, 2024, or until the position is filled.

SUMMARY:

The Outreach Coordinator will assist the Executive Director with organizing and overseeing community outreach, marketing/media, fundraising/event planning, public relations, and resource development programs. In addition, the Outreach Coordinator will provide advanced administrative support to the Executive Director and help ensure that events and programs are of the highest quality possible and consistent with Crossroads Pregnancy Resource Center's (CPRC) mission and vision. Job responsibilities support the organization's pro-life mission, Christian core beliefs, and operational values.

This role requires meticulous organization, excellent communication skills, and the ability to represent CPRC professionally in various capacities. The ideal candidate will contribute to CPRC's growth and success by efficiently managing administrative tasks, nurturing community and donor relationships, and enhancing community engagement.

DUTIES AND RESPONSIBILITIES:

Events:

- Coordinate and oversee volunteers for community and fundraising events.
- Regularly meet with the Executive Director to ensure completion or assist with event logistics (event signage, tracking RSVPs and donations, etc.) and complete necessary data entry.
- Create or update the event binder to track progress, manage, and help plan for next year's event.
- Respond promptly to volunteer and event needs.

Church Campaigns:

- Schedule Church campaigns at Catholic and Protestant/non-denominational Churches.
- Coordinate the logistics of each Baby Bottle Campaign with the church contact, including, but not limited to, the speech, bulletin announcement, securing speakers if needed, dropping off and picking up bottles or donation envelopes, and promptly thanking the Church coordinator.
- Reach out to new Churches to grow the number of Baby Bottle Campaigns.



Community Outreach:

- Cultivate new relationships with individuals and organizations (e.g., colleges, high schools, elementary schools, pro-life clubs) for gifts, tours, partnerships, and awareness-building.
- Continue relationships with current pro-life clubs and college organizations.
- Track the progress of these relationships and all points of contact.

Administrative:

- Maintain assigned office space, program, and event records, files, and databases when necessary.
- Be the point of contact for all current volunteers and communicate with them when needed.
- Recruit new volunteers as needed and complete basic vetting.
- Create or maintain a master database of all volunteers and their areas of interest.
- Compiles reports requiring significant understanding of the donor database with the ability to change formats of forms and reports in database and spreadsheets.
- Coordinates with the Executive Director to create donor thank you letters, emails, and other appropriate communications.
- Maintain office equipment care and evaluation, including coordinating maintenance and office supply inventory tracking and ordering.
- Answers phones, retrieves voice mail messages and emails, greets clients and visitors, transfers phone calls and provides information, screens calls and other communication, and initiates calls to vendors, affiliates, donors, and other constituencies to provide general information, build relationships, or resolve problems.
- Assist the Client Services Manager as needed with client appointments, the client parenting program, the distribution of supplies, and client needs in the Baby Boutique.
- Reports promptly on the progress, effectiveness, and efficiency of events and programs on a weekly, monthly, and annual basis. Identifies problems in meeting objectives and recommends solutions.

SUPERVISION/DIRECTION:

The Outreach Coordinator is expected to perform work independently with periodic assignment reviews. They are also expected to make routine decisions requiring analysis and interpretation regarding task completion with limited guidance from their supervisor. The position involves the ability to collaborate and work in a team setting.

QUALIFICATIONS TO PERFORM THE JOB SUCCESSFULLY:

1. Bachelor's Degree preferred or equivalent job-related experience. One or more years of experience with a non-profit organization or proven success in public relations, marketing, or event planning is preferred.
2. Extensive computer skills including, but not limited to, MS Office, Adobe, and web-based applications.
3. Must have working knowledge of social media platforms including Facebook, Instagram, and YouTube.
4. Ability to work in an office environment with or without interruptions.
5. Excellent oral and written communication skills, including excellent follow-through skills.
6. Must communicate clearly to all by phone, verbally, and in written form.
7. Must be a practicing Christian in good standing with a church.
8. Willingness and ability to serve in a way that honors Jesus Christ and supports and promotes CPRC's life-affirming ministry.
9. Willingness and ability to demonstrate commitment to CPRC's mission statement in executing position responsibilities.



10. Willingness and ability to share the gospel of Jesus Christ by word and example (including prayer) to contribute to an office environment conducive to supporting CPRC's ministry of life.
11. Good interpersonal skills. Ability and desire to work cooperatively and professionally with staff and all constituencies. Treat others respectfully, honestly, and with integrity, working towards Christian (scripture-based) peace and unity.
12. Ability to multitask, handle details accurately, organize multiple projects, and set priorities promptly.
13. Self-starter with good judgment and integrity. Ability to make routine decisions based on interpretation and application of established guidelines and information. Willingness to seek assistance when problems or situations are beyond the responsibility and knowledge of the person/position.
14. Proficiency or propensity to learn to operate various office and presentation equipment and software.
15. A willingness and desire to work as a team to serve affiliates and other constituencies, including other staff.
16. A servant's heart with the ability to understand how all support tasks impact the CPRC ministry.
17. Demonstrates strong servant leadership by supporting and promoting harmony and a ministry of restoration/reconciliation modeled after Christ's example, serving clients and volunteers effectively and lovingly, and supporting and promoting the CPRC mission statement.
18. Performs special projects or tasks as assigned by the Executive Director.
19. Able to complete all initial staff orientation training sessions and participate in ongoing staff training as assigned. Staff training may include monthly onboarding and an annual weekly conference requiring overnight stays. The employee is also expected to be able and willing to work evenings and weekends occasionally.

The above describes the general nature of the job and is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions.

Crossroads Pregnancy Resource Center is an Equal Opportunity Employer and does not discriminate against applicants or employees based on race, color, religion, sex, national origin, age, disability, veteran status, genetic information, or any other basis prohibited by applicable law.*

**Crossroads Pregnancy Resource Center, in its sole discretion, reserves the right to require "practicing Christian" to be a qualification for a position.*