Sacred Heart Center

Job Description for **Outreach Specialist**

**Summary of the Position**

Under the direction of the Outreach and Special Events Coordinator, the Outreach Specialist will assist in the design, implementation, and delivery of outreach services and activities throughout the Sacred Heart Center service area.

**Accountability**

Outreach and Special Events Coordinator

**Qualifications**

1. Bachelor’s degree or equivalent experience preferred. Previous work experience which involved public contact and presentations to public is preferred.
2. Must pass child abuse/neglect central registry check, criminal background checks and pre-employment drug testing.
3. Must be able to work flexible hours including occasional weekends and evenings.
4. Must have current valid South Dakota driver’s license and telephone.
5. Ability to lift 35 lbs; travel to meetings within the organization’s service area and beyond and transport materials to events.
6. Preferred knowledge of domestic and sexual violence issues, community organizing, education and activism.
7. Ability to remain flexible and prioritize multiple tasks and deadlines.
8. Ability to work both independently and as part of a team.
9. Proficiency in the use of Microsoft Office Suite (specifically Word, Excel, Outlook, Publisher, PowerPoint), desktop publishing software, website maintenance and social networking.
10. Requires excellent documentation and record keeping skills, organizational skills, verbal and written communication skills and interpersonal skills.
11. Ability to maintain confidentiality.
12. Ability to develop material and presentations regarding youth centered issues, community issues and other designated topics/issues.
13. Ability to speak confidently when doing public presentations and to prepare and present accurate information through the use of multi-media technologies.

**Responsibilities**

1. Assist Outreach and Special Events Coordinator with designing, implementing and coordinating community outreach events.
2. Assist with layout and design of brochures, posters and pamphlets.
3. Attend and partake in any required trainings, workshops and/or conferences, staff meetings, administrative meetings and other meetings as required.
4. Must work closely with, communicate and inform the Outreach and Special Events Coordinator.
5. Network and collaborate with other community partners/agencies (such as social service, tribal, schools, etc) about Sacred Heart Center and its missions, including distribution of materials and participation in presentations at community events.
6. Collaborate with the Outreach and Special Events Coordinator, as well as the administrative team in arranging, preparing, and coordinating community training, education and outreach activities/events that is consistent with the needs of Sacred Heart Center.
7. Some on call duties when necessary.
8. Must adhere to Sacred Heart Center policies and procedures and any relevant laws or rules.
9. Some travel required within service area.
10. Perform other duties as deemed necessary.

**A current writing sample is required for this position**.

The above list of primary responsibilities is not intended to be exhaustive; Sacred Heart Center reserves the right to revise this job description as needed to comply with actual job requirements.