

Sacred Heart Center

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

- Bachelor's degree or equivalent experience preferred. Previous work experience which involved public contract and presentations to public is preferred.
- Preferred knowledge of domestic and sexual violence issues, community organizing education and activism.
- Proficiency in the use of Microsoft Office Suite (specifically Word, Excel, Outlook, Publisher, PowerPoint), desktop publishing software, website maintenance and social networking.
- 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. Develop material and presentations regarding youth centered issues, community issues and other designated topics/issues.
3. Assist with layout and design of brochures, posters and pamphlets.
4. Attend and partake in any required trainings, workshops and/or conferences, staff meetings, administrative meetings and other meetings as required.
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.

Physical Demands

- Ability to lift 35lbs, travel to meetings within the organization's service area and beyond and transport materials to events.

Wage Range

\$12.00 (Base) - \$17.00 (Cap)

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.