**Sacred Heart Center**

**Outreach and Special Events Coordinator**

**Summary of the Position**

Under the direction of the Director of Programs and Operations with collaboration with the Administrative team, the Outreach Coordinator designs, implements, maintains and coordinates the Community Outreach Program for Sacred Heart Center, which includes the volunteer program. The Outreach Coordinator is responsible for: the development and implementation of community education materials, events and projects; overseeing all aspects of special events planning, coordination, organization and promotion; overseeing all aspects of volunteer participation, including recruitment, training, supervision, and scheduling; public relations development through community education, involvement and support; other administrative tasks.

**Accountability**

Reports to Director of Programs and Operations

**Qualifications**

* Bachelor’s Degree or equivalent experience.
* Preferred knowledge of domestic and sexual violence issues, community organizing and education and activism.
* 1-2 years of supervisory experience preferred

**Responsibilities**

1. Responsible for the overall administration, supervision, operation and success of the organization’s community outreach program and as well as outreach events, and other specials Sacred Heart Center events.
2. Responsible for program budgeting, reports, reporting requirements and billings as well as maintaining program statistics and source documentation.
3. Design, implement, and coordinator community outreach plan each fiscal year for the department and the overall organization.
4. Responsible for maintaining and ensuring complete, accurate records, source documentation and reports.
5. Supervision of Outreach staff and Bear Necessities Thrift Store Manager. Normal and customary supervision functions including hiring of new staff, orientation, assigning work load and performance evaluations.
6. Assist in website revision/development, updates/news and calendar of events. Development of monthly agency newsletter. Responsible for development and update of all agency social media.
7. Must work closely with, communicate and inform the Director of Programs and Operations/Executive Director regarding program and service development, program concerns, personnel and staffing issues and client issues.
8. Educate other agencies about and market the Sacred Heart Center and its’ mission, including the distribution of materials and participation in presentations at community events.
9. Collaborate with community partners and agencies and develop partnerships with social service, tribal and community agencies/programs and schools for the organization and for community outreach.
10. Arranges, prepares, coordinates community training, education and outreach activities and events including developing materials for presentation and distribution including, but not limited to, domestic violence, child abuse and neglect, drug and alcohol usage, teen issues and other identified issues/topics.
11. Assist with development and implementation of special projects including family violence, domestic violence and sexual assault programming and services and outreach advocacy.
12. Collaborate with administrative team to plan community outreach programs, trainings, community training needs and Sacred Heart Center events consistent with needs of Sacred Heart Center. Develop and implement support services for Sacred Heart Center clients in collaboration with Sacred Heart Center departments.

**Physical Demands**

* Ability to life 35lbs, travel to meetings within the organization’s service area and beyond and transport materials to events.
* Use both hands and wrists repetitively for prolonged periods.

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.