

## Links for Life Position Description

**Position Title: Outreach Coordinator**

**Reports to: Executive Director**

**FLSA Status: Non Exempt / 20-25 hours per week**

### General Purpose:

Under the general direction of the Executive Director, the Outreach Manager will build strong community relationships with local businesses, organizations and volunteers to build support for Links for Life programs and outreach efforts. They will work directly with newly diagnosed breast cancer patients and the support group facilitator(s). The position will require strong initiative and independent judgment. In addition, the Outreach Coordinator is responsible for assisting in all aspects of raising support for Links for Life programs and services. This position works with the Fund Development Manager with securing trained volunteers and outreach opportunities on a year-round basis. This individual must ensure that all outreach information is kept current in the Links for Life database. Responsibilities include facilitating and developing strategies for engaging the community.

### Essential Duties and Responsibilities:

- Meeting with newly diagnosed breast cancer patients
- Assist the Support Group Facilitator(s) as needed
- Lead and manage committees (Volunteer Development & Education/Outreach & Programs)
- Manage Health/Resource Fairs and Speakers Bureau opportunities
- Conduct presentations around the city and county to bring awareness of programs and services
- Work with local organizations to assist with health needs in the community
- Work with outlying communities to educate the women on breast health and the importance of breast health screenings
- Identify barriers for underserved women access to breast health screening
- Assist women in overcoming barriers for breast health screening
- Coordinate screening events
- Actively recruit volunteers across the county especially with bilingual skills
- Track and train volunteers: Facilitate a minimum of two volunteer trainings yearly
- Track all education provided throughout the community regarding Links for Life
- Provide outreach information for grants when needed
- Work with local medical facilities and offices to educate them on Links for Life programs and services
- Other duties as assigned

### Employment Standards:

- Excellent verbal and written communication skills in English & Spanish
- Ability to lead and coordinate people and outreach activities
- Experience in working with volunteers
- Basic computer skills: Microsoft Office
- Flexibility to changing development/organizational needs while maintaining the organizations programs
- Ability to utilize outside resources to reach successful outcomes
- Good decision making, problem solving and interpersonal skills

### Education/Experience Standards:

**Bilingual (Spanish):** Written & oral skills preferred

**Education:** Preferred a Bachelor's degree from an accredited college or university with a major in social work, psychology, public or health administration, counseling, or related field. Acceptable: an Associate in Arts degree in a related field combined with a minimum of work experience.

**Work Experience:** Minimum two years' work experience with increased job duties is required. Experience with public relations and public speaking is preferred.

**Requirements:** Valid driver's licenses, car insurance, ability to travel to outlying areas, ability to lift and move 25 lbs. Some weekends

**Please send letter of interest, resume and writing sample to:**

Links for Life

[staff@linksforlife.org](mailto:staff@linksforlife.org)