

## **OUTREACH COORDINATOR**

### **GENERAL SUMMARY**

The Outreach Coordinator is a member of Child Advocates of Fort Bend's Community Engagement Team. The Outreach Coordinator will be the primary lead in coordinating/managing community outreach and education presentations in Fort Bend County and surrounding counties. The Outreach Coordinator will be the lead in the education and outreach efforts in the community with a focus on making strategic connections with schools, civic-minded businesses, organizations, faith groups, alumni associations, city and state employers, and other small to large entities to raise awareness and educate the community on child abuse and child abuse prevention. The Outreach Coordinator will ensure that information and education reaches vulnerable populations including children and adults and that CAFB is highly regarded as an educational resource and subject-matter expert on child abuse and prevention. The Outreach will report to the Community Engagement Director.

### **PRINCIPAL RESPONSIBILITIES**

#### **Community Outreach**

- Develops and manages plan for community outreach and marketing and coordinates activities with the Community Engagement Director, Graphic Designer, CASA & CAC Program Directors, Clinical Director, and Chief Executive Officer.
- Builds and maintains relationships with schools, school districts, day care centers, youth-serving organizations, community centers, civic-minded businesses, organizations, faith groups, city, and state employers, and other small to large entities to educate the community on child abuse.
- Develops and organizes community outreach opportunities for the agency.
- Delivers presentations to promote Child Advocates of Fort Bend Prevention programs and education from small to large-scale groups in schools and the community.
- Develops a Speaker's Bureau to include staff, volunteers, board, and approved community members.
- Works with Training Coordinator to organize and conduct trainings to develop the Speakers Bureau.

## **Evaluation of Outreach Activities**

- Collects, analyzes and reports on community outreach data and trends.
- Reviews and evaluates the community outreach plans at least quarterly and, in consultation with the Community Engagement Director and makes revisions and modifications as needed to fulfill Child Advocates of Fort Bend's mission and meets goals of outreach. Seeks input from Community Engagement Director.
- Provides documentation and reporting related to outreach and education efforts of the agency in accordance with TX CASA, National CASA, CAC's of Texas and National Children's Alliance Standards.

## **Program Oversight**

- Schedules and oversees Outreach Planning Meeting and Outreach Calendar to CAFB staff monthly.
- Serves on CAP-C Committee and Outreach Subcommittee and coordinates prevention activities with CAP-C Coordinator.
- Communicates outreach activities and community outreach/education needs to CEO, Community Engagement Director, Program Directors and program staff designees.
- Participates in public speaking and outreach.
- Schedules and coordinates community outreach opportunities with CAFB staff members, volunteers, board members or community members. This includes community fairs, vendor booths, school outreach booths, donation drives, etc.
- Participates in pre-service training interviews with prospective advocates as needed.
- Assists and supports advocates recruitment and retention events including but not limited to volunteer appreciation events, retention events, swearing-in ceremonies and in-service trainings.
- Works with CAP-C Outreach Subcommittee to plan and coordinate special projects for the agency such as Light of Hope and Child Abuse Prevention Month events, and other projects as reviewed by the CEO, Program Directors and Community Engagement Director.
- Participates and partners with Volunteer Coordinator for civic engagement activities.
- Researches, develops and communicates prevention training curriculums to be utilized in community and school presentations.
- Updates any prevention training needs for area school districts based on policy changes or school needs.
- Assists with other duties as assigned.

## **Qualifications**

Bachelor's degree in social services, education, management, human services or three years of experience in project management or community outreach. Ability to communicate in a friendly and informative manner with people from a wide variety of cultural and ethnic backgrounds and

lifestyles; ability to work independently and possesses strong time management skills; ability to multi-task; is highly organized and extremely detail-oriented. Ability to establish strong working relationships with small to large scale businesses, community groups, and other entities needed in Child Advocates of Fort Bend. Competency in office software applications. Knowledge and skills in utilizing social media. Demonstrated collaboration and leadership ability and sound understanding of the principles of volunteer management. Ability to communicate and empower volunteers to be effective in their roles. Ability to work collaboratively in a team environment.

**Other Requirements**

Submit to a child abuse and criminal background check

Complete 30+ hour pre-service training

Bending, stooping, reaching and other movement required

Ability to lift 20 pounds

Valid driver's license

Must comply with all city, state and federal laws

Perform other duties as assigned

Evenings and weekends may be required