



Outreach Coordinator | *Job Description*

Send cover letter and resume to info@neverlost.org

General Description / Accountability

The Outreach Coordinator connects interested individuals and community groups through collaborative partnerships to change the lives of children who have experienced abuse and neglect. The Outreach Coordinator provides training for CASA volunteers as well as coordination and oversight of trauma-focused enrichment activities that fall outside the scope of advocacy services. They identify community services and opportunities available for children served by Never Lost and connect them to those services to help promote hope, healing, and stability.

The Outreach Coordinator is hired by the Board of Directors on the recommendation of the Executive Director and reports directly to the Executive Director on all terms and conditions of his/her employment including daily assignments, goals, performance evaluations, benefits /compensation, and leave requests.

Desired Qualifications

- Bachelor's degree in education, communications, or other relevant field
- 2+ years experience in education or communications field preferred
- Successfully complete CASA training including background checks
- Proficiency with common workplace software programs (Microsoft Word, Excel, Publisher)
- Able to maintain a flexible work schedule (some evenings and weekends required)

Skillssets for Success

- Strong work ethic
- Highly detail-oriented and organized
- Excellent communication skills (written and oral) and demonstrated presentation skills
- Outgoing personality
- Strong interpersonal skills
- Creativity and graphic design skills

Job Responsibilities

The Outreach Coordinator's primary duties are community engagement, education and volunteer training, and coordination of trauma-focus enrichment activities and services for children served by Never Lost.

Community Engagement

- Develop and implement PR materials (newsletters, volunteer recruitment campaigns, brochures, etc.)
- Manage social media and website content
- Maintain database and mailing lists
- Plan and oversee outreach events to educate the community on the needs of child victims and volunteer opportunities at Never Lost
- Identify foster parent and relative caregiver needs and engage the community in opportunities to meet those needs
- Collaborate with fundraising/ event planning committee
- Assist with coordinating other special events as directed
- Collaborate with Operations Director to engage supporters through correspondence and tracking engagement activities
- Other duties as assigned

Education and Training

- Follow-up volunteer inquiries
- Engage potential volunteers through the application process
- Complete requirements for potential volunteers including interview and background check
- Conduct pre-service CASA training for potential volunteers
- Facilitate continuing education training opportunities for CASA volunteers

Service Coordination

- Coordinate monthly enrichment activities (i.e., community groups to teach child victims a skill set, church group to facilitate a kickball game, local artist to teach painting class, etc.)
- Coordinate weekly mentorship opportunities between CASA volunteers and child victims
- Develop and implement support activities for foster parents, relative caregivers, and the children in their homes
- Maintain schedule and record of community volunteer hours
- Coordinate scheduling for DFCS visitation requests and oversee visits with DFCS supervising
- Oversee Emergency supply closet- engage community partners and volunteers to ensure adequate supplies and organization of the closet
- Serve as contact person for those seeking info and direction regarding educational advocacy issues
- Coordinate referrals for service with community partners including DFCS and the court system
- Other duties as assigned.