



Outreach Coordinator **Job Description**

Reports to: Executive Director

Summary of the Position:

The Outreach Coordinator is responsible for coordination of trainings, workshops, events, and special projects as directed by the Executive Director. They are also responsible for management of the Alabama Campaign website, oversight of social media, and overall implementation of the communication strategy. The Outreach Coordinator provides professional support to the Executive Director and helps ensure a positive and supportive workplace. In addition, this staff position oversees resource management and assists with the development of external communications tools, such as fact sheets and annual reports. This is a full-time exempt position that is remote (work from home). Applicants must live in Alabama.

Requirements of the Position:

Bachelor's degree; prefer two years work experience. Experience with Microsoft Office package, Wordpress, MailChimp, and Adobe necessary. Fundraising experience a plus. Excellent time management, organizational, and communication skills required. The Outreach Coordinator must be detail-oriented, have the ability to work independently and as a team member, and be a self-starter. Some travel will be required.

Responsibilities:

- Manages logistics for internal and external meetings and training events, including researching and preparing information for use in meetings and organizing schedules of multiple participants, including external participants
- Coordinates logistics related to meetings, workshops, and other Alabama Campaign events
- Manages the updates and content of Alabama Campaign website via Wordpress
- Oversees Alabama Campaign social media, in coordination with communication strategy

- Manages the development and creation of external communication devices (Community Benefit Report, blogs, fact sheets, etc.)
- Assists with the design/creation of Alabama Campaign brochures and promotional items and manages publications inventory
- Maintains and provides educational information/materials through resource library, speaking engagements, and health fairs as assigned by the Executive Director
- Researches issues/statistics related to adolescent sexual health and prepares reports/documents as required by Executive Director
- Maintains up-to-date database of board members, committees, volunteers, supporters, contacts, and community youth-serving organizations
- Provides administrative support for board: preparing board packets, recording and distributing minutes as needed, notifications/reminders, and packets to non-attending board members, securing meeting space, etc.
- Ensures agency and program information is current and displayed when/where appropriate
- Assumes other responsibilities, tasks, or special projects as requested by the Executive Director
- Understands, endorses and promotes the vision, values, and mission of the Alabama Campaign
- Supports the overall work of the Alabama Campaign by conducting activities ethically and with integrity; demonstrating respect for colleagues, dedication to quality improvement, and commitment to service

Compensation:

The Program Coordinator will be paid \$38,000 annual salary. The Alabama Campaign offers a generous benefits package that includes paid vacation and sick leave, health insurance stipend, retirement plan, and phone stipend.

To Apply:

Applicants should send their cover letter and resume to info@alabamacampaign.org, subject “Outreach Coordinator” by November 28, 2022 at 5:00pm CST.

The Alabama Campaign for Adolescent Sexual Health is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. BIPOC and LGBTQ persons are encouraged to apply.