

JOB DESCRIPTION			
Position Title: Outreach Coordinator			
Location:	Horry County	Travel Required:	90% Local Travel
Reports To:	Programs & Development Director		

Position Summary:

The Outreach Coordinator will work collaboratively with the Programs & Development Director to identify and develop relationships with community-based organizations in a defined geographic area that can support and strengthen the mission of Freedom Readers through physical, monetary, or human capital contributions. This person will improve community knowledge of and establish and increase participation in literacy initiatives available through Freedom Readers.

Essential Duties:

- Work with Freedom Readers leadership to execute the annual, comprehensive community outreach plan targeting individual, private, corporate, school, and other community organizations for strategic partnership.
- Using various forms of communication, market to and educate potential program partners about the services and benefits Freedom Readers provides to the communities it serves.
- Sustain and cultivate already established community partnerships.
- Act as a visible community liaison by attending relevant community meetings, participating in relevant councils, roundtables, and committees.
- Work with area educational institutions to identify students, who will benefit from receiving literacy tutoring services through Freedom Readers, coordinate the process of getting those students enrolled in the program and organize student transportation from the school to the learning site.
- Attend monthly staff meetings and provide outreach plan progress updates and statistical reporting as requested.
- Provide support to Freedom Readers leadership during learning site qualification and set up process.
- Assist Team Leaders with fulfilling needs for supplies at learning site.
- Assist with distributing books to various community locations.

Related Duties:

- Collaborate with the staff team on resources identified to help meet the volunteer and program needs collectively.
- Provide project assistance to the Programs Director and team as needed to support the mission of Freedom Readers.

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Position Qualifications:

- Knowledge of and experience in building strategic partnerships through community outreach efforts.
- Excellent public speaking and presentation skills.
- Excellent interpersonal skills including developing rapport, negotiating and diplomacy.
- Able to coordinate and effectively lead meetings.
- Able to maintain the confidentiality of personal and financial information.
- Able to manage multiple tasks, meet deadlines and maintain organized records.
- Able to demonstrate proficient use of windows-based software to create professional correspondence and track data for reporting purposes.
- Able to work a flexible work schedule including evenings and weekends.
- Able to provide reliable, personal transportation to and from multiple work and meeting sites.

Physical Requirements:

- Constantly convey detailed or important spoken information to others accurately, loudly, or quickly through face-to-face, telephonic, and electronic forms of communication.
- Constantly receive detailed or important oral information through face-to-face, telephonic, and electronic forms of communication.
- Frequently use close visual acuity to perform an activity such as: preparing and analyzing data and figures, viewing a computer terminal and transcribing.
- Frequently move about inside office space to access office equipment, filing cabinets, computer terminals, etc.
- Frequently traversing, moving, carrying, bending, fingering, grasping, typing, writing, and feeling.
- Occasionally push, pull, or move up to 20 pounds with or without an accommodation.
- Occasionally remain in a seated or standing stationary position for an extended period.
- Occasionally stooping, kneeling, crouching, and reaching.

Nothing in this job description restricts management’s rights to assign or reassign duties and responsibilities as the needs of the organization change. Job descriptions are subject to changes of business necessity and will be modified to reflect substantial changes.

Approved By:	Dr. Tracy Bailey	Date:	August 16, 2022
Updated By:	Angelina Hunt	Date:	August 16, 2022
Reviewed By:		Date:	Click here to enter a date.