HOPES Program, Outreach Coordinator

Part-time: 20 hours per week

GENERAL DESCRIPTION AND PURPOSE:

The Outreach Coordinator will work with the HOPES Program Director and the Executive Director of Family Abuse Center to publicize and promote the HOPES program through the use of TV, radio, and electronic media. The Outreach Coordinator will also work with the HOPES Program Director to recruit families into the HOPES Program. Outreach efforts will be done through partnering agencies, all 19 school districts in McLennan County, faith based organizations and churches, institutions of higher education (MCC, TSTC, Baylor U) and other community organizations. The Outreach Coordinator will organize and facilitate the community coalition and community network efforts with the assistance of the HOPES Program Director.

MINIMUM QUALIFICATIONS:

Education:

- Bachelor’s Degree in Marketing, Public Relations or a related field is required.

Experience:

- 2 or more years experience in public relations preferred.

Skills/Abilities:

- Bilingual preferred
- Strong computer skills, including ability to use various software applications, spreadsheets and databases. MS Office Word, Excel and PowerPoint is a plus.
- Strong organizational and record keeping skills, attention to details.
- Ability to work independently and be self-motivated
- Demonstrates effectiveness as a member of a team as well as the ability to work independently and to take initiative
- Ability to maintain personal balance and accomplish multiple tasks that require a variety of skills

LICENSES/CREDENTIALS:

- None

ESSENTIAL FUNCTIONS:

- Coordinate publicity for the HOPES program
- Research and suggest viable communication avenues (bill boards, bus signs, etc.)
- Work with the Director of Finance to budget appropriate publicity
- Develop and implement a media campaign.
- Continuously provide information and representations to school districts, churches, and non-profit agencies to recruit families to the HOPES program.

Please send cover letter and resume to Kathy Reid at Kathy.Reid@familyabusecenter.org.