

## Miami Valley Women's Center Job Description Campus Outreach Coordinator

**Objective of the Position:** The Campus Outreach Coordinator will coordinate, develop and participate in networking and advertising to students of local universities and community colleges the services of the MVWC. He/she will also provide leadership and accountability to Campus Student leaders/officers for student-led organizations. The Campus Outreach Coordinator will be the main spokesperson and promoter for campus ministry.

**Reports to:** Executive Director

**Hours:** Up to 15 hours per week for 10 months a year

**Status:** Office based at Kettering

**Qualifications:** Applicant should:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Exhibit strong commitment and dedication to the sanctity of human life
3. Agree with and be willing to uphold the Statement of Faith, core values, policies of the MVWC, Moral Conduct Policy and sign the Employee Commitment
4. Have excellent organizational and administrative skills
5. Possess excellent interpersonal skills
6. Display strong administrative skills
7. Must have experience as a trained public speaker
8. Have proven skill in networking with the local community
9. Have experience in marketing and/or advertising
10. Be able to train, supervise and motivate student volunteers
11. Must possess leadership and/or management experience
12. Flexible schedule to accommodate campus events and table times
13. Own transportation to commute to local campuses

**Responsibilities:**

1. Promote, plan, and oversee advertising of the MVWC on college campuses (school events, table times, special E4L events, marketing materials, speaking)
2. Recruit, interview, train, equip and coordinate work of Student Directors and Campus Outreach volunteers
3. Fully understand and be able to articulate the services of the MVWC
4. Oversee planning of all activities on campuses including monthly E4L board meetings
5. Establish relationships with local area college pastors, leaders, and other campus groups
6. Hold weekly table times at WSU and Central State, providing survey questions to attract engagement
7. Update Pregnancy and Parenting Resource Guides annually and provide to centers and E4L at table times
8. Maintain and build relationships on campuses with school administrators, clinic nurses, counselors, etc.
9. Attend monthly staff meetings (second Thursday/monthly) and when asked by the Executive Director, keep staff informed regarding the Campus Outreach
10. Present the campus outreach at MVWC Staff/Volunteer trainings
11. Create an annual marketing plan and make up flyers and posters as needed
12. Plan and execute an annual Strategic Plan to broaden and grow the Campus Outreach
13. Maintain a budget as well as request funds for student-led organizations
14. Keep monthly statistics
15. Order all marketing materials and purchase incentives for events and table times
16. Make presentations regarding Campus Outreach Programs to local churches
17. Serve as the main liaison between all campus personnel and the MVWC