



Community Outreach Specialist Job Description

The role of the Community Outreach Specialist position holds the following responsibilities.

Duties:

- Administrative support for mailings, materials preparation, conference preparation, phone support, general office tasks, management of supplies and materials, etc.
- Administrative support for fundraising Gala's, Events and Conferences including preparing materials, set/up take down of event materials, overseeing volunteer staff and overall execution of successful events.
- Develop and foster strategic relationships with youth programs throughout the country where StandupGirl.com can foster and enable students to share life affirming resources with their peers.
- Create and foster relationships with Church Youth leaders throughout Oregon that furthers the mission of StandUpGirl.com Foundation.
- Works with the Executive Director and volunteers to build relationships between StandUpGirl.com and the community as a whole.
- Participate in Event Planning and provide administrative support to help execute each event as needed.
- Assist with managing CRM system and donor relationships electronically and through direct communication.
- Responsible for procuring items for raffles and giveaways at events.
- Use of Microsoft Word, Excel, PowerPoint, and Publisher. Utilize email and various Social Media programs. Proficient in doing research on the internet.
- 4 or more hours standing/sitting.
- 4 or more hours using a computer and looking at a computer screen.
- Some of these tasks could be in the evenings and on the weekends.
- Events occur in the evening hours and sometimes on the weekends, but these events are in addition to the regular work hours, not in lieu of.

Position is typically a 28 hr. per week position with the exception of several evening/weekend events and fundraising dinners. A minimum of 15 hrs. per week will be worked.

Compensation: This is temp-to hire position.