

Outreach and Events Specialist

Job Title: Outreach and Events Specialist
Classification: Part Time

Supervisor: Development Manager

General Summary and Objectives

Help plan, strategize and implement outreach and events management duties to support the Clinic mission and the development and operational goals of the organization. Work with PAC's development and communications teams to identify key audiences and strategies to 1) build awareness of clinic services 2) educate constituencies on the need and the mission to serve pregnant women and families, and 3) build goodwill among churches, communities, donors and prospective donors. Serve on the fundraising events committee including the annual gala and golf events.

Pregnancy Aid Clinic Mission

Operating from the Catholic belief in the sanctity of life, PAC compassionately delivers services and programs created to lift up women, men, and families during moments of uncertainty or grief, through a journey designed to reveal their own dignity and claim their own future.

Qualifications

1. Willingness to sign a statement of faith with and sincere desire to support the mission or the organization
2. Strong commitment to the sanctity of all human life
3. Bachelor's Degree preferred
4. 2-3 years experience in communications, outreach or non-profit fundraising preferred
5. Strong computer literacy (minimum Microsoft Office)
6. Good verbal and written communication skills with a willingness to learn
7. Good project management skills with a willingness to learn
8. Desire to work with a team
9. Ability to work independently and with initiative
10. Strong organizational skills and ability to multi-task
11. Comfort-level with public speaking, such as in churches and informal meeting presentation
12. Commitment to respecting confidentiality and full HIPAA-compliance
13. Reliable transportation needed for travel to events
14. Ability to work some weekends and evenings

Duties and Responsibilities:

- Create and maintain constituent lists for various mailings, emailings, and outreach functions
- Track communications touchpoints

- Assist in creating and disseminating promotional materials for Clinic events including lunch and learns, fundraising events, parish communications and donor correspondence
- Assist in managing weekday, evening and weekend events at churches and other organizations, including transporting/setting up/taking down table materials; distributing brochures, communicating the PAC mission, and building relationships.
- Adhere to HIPAA compliance in all communications, ensuring client stories are published with appropriate approvals and media releases
- Assist in writing and content creation for quarterly newsletter
- Attends weekly team meetings by Zoom or in-person
- May work remotely with some agreed-on in-person time in the clinic

Supervision/Direction

Reports to Development Manager, while working closely with Communications team and Executive Director.

The above describes the general nature of the job and is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities and working conditions.

I have received a copy of this job description. I understand, affirm, and subscribe to the requirements, responsibilities and duties of this job.

Employee _____
(Signature)

Date _____

Employer _____
(Signature)

Date _____

Title _____