

## **JOB DESCRIPTION**

**POSITION:** University Outreach Coordinator

**REPORTS TO:** Director of Community Outreach

**HOURS:** 8 hours per week (schedule is flexible)

**MINISTRY DIVISION:** New Life Family Services (NLFS) and its programs

**POSITION OBJECTIVES:** Improve visibility of services offered by First Care Pregnancy Center to college students.

**POSITION REQUIREMENTS:** Student currently enrolled in classes at the University of Minnesota

### **DUTIES AND RESPONSIBILITIES:**

#### **OUTREACH:**

Assist in marketing First Care Pregnancy Center services on college campuses. Identify opportunities for contact tables, speaking engagements, and written advertising on multiple college campuses. Schedule and attend weekly contact tables on the University of Minnesota campus with student group volunteers. Register as a First Care On Campus student group member at the University of Minnesota. Assist with promotion of First Care services to other student group leaders. Coordinate communication with student group volunteers. Connect with other student group leaders regarding First Care services.

#### **SELF-DEVELOPMENT:**

Participate in volunteer training sessions.

#### **VALUES/SKILLS:**

Exhibit strong commitment and dedication to the sanctity of all human life. Exhibit strong commitment and dedication to sexual purity. Agree with and be willing to uphold Transform Minnesota's Statement of Faith and policies. Demonstrate strong interpersonal skills with campus peers and staff. Demonstrate ability to work independently and creatively. Exhibit strong organizational skills and the ability to manage multiple responsibilities at once. Exhibit ability to respect client confidentiality through the safe-keeping of related information.