

## **JOB DESCRIPTION**

**POSITION:** Outreach Director – Rochester Office

**REPORTS TO:** Director of Community Outreach

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

**POSITION OBJECTIVES:** To promote a professional representation of New Life Family Services and its programs through networking with external agencies and churches to expand our visibility in the community.

**POSITION REQUIREMENTS:** Bachelor's Degree in Business, Communications or related field and a minimum of two years professional experience, preferably in a non-profit setting. Strongly prefer previous supervisory experience. Previous public speaking/presentation experience a plus.

### **DUTIES AND RESPONSIBILITIES:**

#### **OUTREACH:**

Network and cultivate relationships with social services agencies, schools, and other organizations with the potential to refer pregnancy center clients to us. Identify and develop partnerships with external agencies desiring to have First Care services onsite. Network and cultivate relationships with donors and churches. Coordinate and/or perform speaking engagements, community events and live ultrasound presentations. Assist in marketing and executing New Life events.

#### **BRANCH MANAGEMENT:**

Provide overall leadership for the office as a whole, while directly supervising the Client Services Coordinator. Provide oversight to ensure the office is running smoothly. Ensure excellent internal and external Rochester branch communication, within parameters given by the New Life management team.

#### **CLIENT CONTACT:**

Assist Pregnancy Support unit in administering pregnancy tests and men's intakes, and answering crisis calls when needed.

### **GENERAL:**

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

Participate in appropriate workshops and training sessions and ensure continuing education requirements are met.

#### **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. Be able to express a clear understanding of the inner workings of a pregnancy care center. Demonstrate strong interpersonal and presentation skills. Exhibit ability to respect client and donor confidentiality through the safe-keeping of related information.