



**OUTREACH COORDINATOR
JOB DESCRIPTION: 03/2024
PREGNANCY CENTER WEST**

Job Title: Outreach Coordinator

Reports to: Executive Director

Classification: Full-time, Exempt

JOB SCOPE:

The primary duties of the Outreach Coordinator include presenting the Center's chastity education program in local Catholic schools and developing and presenting chastity education resources for local parents and parishes.

General Duties:

Present chastity education program to local schools in the community:

- Have a detailed understanding and be able to teach/further develop all curricula including:
 - 5th – 8th Grade – “The Body Matters Program”
 - High School – “The Body Matters Program”
 - Parent Night – “How to Talk to Your Kids about Chastity”
 - Outreach at College Campuses
- Provide insight and new ideas for the program
- Continue to update the manuals, power point presentations, activities, handouts, and statistics as needed
- Assist with recruiting and training volunteer teachers and testimony speakers as needed. Send thank you notes to volunteers following presentations

Organize school presentation logistics and outlines:

- Contact school representatives to request information (class times, number of students, etc.)
- Coordinate schedule of dates and times for appearances at the school
- Compile information into logistics form for each school
- Create presentation outlines detailing the order of activities for each day of presentations
- Prepare and distribute a survey or other feedback request to students, teachers, and parents
- Maintain record of logistics and outlines for the Pregnancy Center

Develop chastity education resources for community members:

- Build relationships with local parishes, parents of local students, etc and assess needs and desires in regards to chastity education
- Create and maintain resources and/or events for said community members
- Produce online educational resources as applicable
- Run “The Body Matters” Instagram account

Assist with other duties of Pregnancy Center West as needed:

- Attend Pregnancy Center West fundraisers
- Assist with fundraisers as available during the summer (mailings, promotional materials, etc.)
- Provide status reports to Executive Director as requested
- Attend board meetings as requested to report on progress
- Assist with other client services as needed

Qualifications

- Dynamic Speaker/Presenter
- Professional with strong written and verbal communication skills
- Experienced in developing educational curriculum and informational materials
- Highly Organized
- Self-Motivated
- Pro-Life and committed to the Catholic Church’s teachings on human sexuality
- Experience working with youth preferred
- Experience or background with St. John Paul II’s Theology of the Body
- Bachelor’s Degree preferred