

# Lutheran Family Services AmeriCorps Position Description

<b>Host Site:</b> Lutheran Family Services	<b>Location:</b> Public Relations
<b>Position Title:</b> Community Outreach Coordinator	<b>Effective Date:</b> January 2012
<b>Stipend:</b> AmeriCorps Half Time	<b>Reports to:</b> AmeriCorps Manager

## **LFS Mission Statement:**

Lutheran Family Services expresses God's love for all people by providing quality human care services that build and strengthen individual, family and community life.

## **LFS Values:**

Respect all people, families and communities. The pursuit of excellence is achieved through the education of staff and the celebration of diversity, collaboration and change. Integrity, accountability and teamwork are values that guide our communication and work in a manner that upholds the Agency's reputation and Christian value base.

## **Position Purpose:**

Engage in the development and direct implementation of community education and outreach focused on increasing awareness of the needs of refugees, veterans, and low income families and services to meet these needs. The AmeriCorps Community Outreach Coordinator will work to expand relations, education and engagement of identified LFS stakeholders, assist in brand management, and provide outreach and recruitment in an effort to increase community volunteerism and in-kind resources within LFS programs serving refugees, veterans, and low-income families.

## **Essential Position Duties:**

### Public Relations/Marketing

- Develop and give presentations in order to educate and engage various key community stakeholders about the core services and programs offered by Lutheran Family Services of Nebraska to refugees and secondary migrants, at-risk youth and families, and veterans and active-duty military.
- Under the guidance of the Director of Public Relations, develop press releases, media alerts, social media promotion, and setting up potential LFS interviewees for media purposes.

### Recruitment/Coordination

- Coordinate community outreach booths to help increase volunteerism, in-kind donations and other resources to benefit LFS programs serving low-income families, refugees, and veterans.
- Develop and implement strategies that support the recruitment of adoptive families.
- Develop and implement strategies that support and the recruitment of employers for refugee and secondary migrants.
- Research creative/innovative ways to develop additional volunteers and resources (i.e., adult, elderly, youth, bilingual, etc.).
- Participate in continuous quality improvement activities.

### Community Relations

- Represent LFS programs that serve refugees, secondary migrants, low-income families, and veterans to churches, community organizations, and other non-profit agencies in order to increase education, interest, and involvement in these programs.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required of individuals so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties and responsibilities.

**Position Requirements:**

- High School Diploma/GED required, Bachelors Degree in Communications, Marketing, or Journalism fields preferred.
- U.S. Citizen or Legal Permanent Resident.
- Must be able to plan, organize and implement multiple tasks simultaneously.
- Experience in public speaking a must.
- Ability to work with minimal supervision, excellent verbal and writing skills.
- Possess excellent interpersonal and customer service skills and be able to work with a wide variety of employees, volunteers, community leaders, colleagues and clients.
- Demonstrate attention to detail and efficient organizational skills.
- Regular and predictable attendance required.
- Able to maintain confidentiality, and exercise judgment and diplomacy.
- Valid Driver's License with dependable vehicle, current auto insurance and able to drive for organization business.
- Commitment to the mission of Lutheran Family Services.

*Criminal History, Child Abuse Registry, Adult Abuse Registry, Sex Offenders Registry, Department of Motor Vehicles Records, and FBI Fingerprint checks will all be completed prior to offer of enrollment.*

Hiring Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

Member Signature \_\_\_\_\_ Date \_\_\_\_\_

Director of Human Resources \_\_\_\_\_ Date \_\_\_\_\_

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