

## **RealOptions Campus Outreach Manager**

### **Objectives:**

Under the direct supervision of the Senior Community Outreach Manager (SCOM) the *Campus Outreach Manager* will be RealOptions' campus spokesperson and lead the programs and volunteers at all college campus locations as well as assist with Community Outreach events and projects.

**Reports to:** Senior Community Outreach Manager (SCOM)

### **Qualifications:**

- Prior experience in a self-directed position
- Enjoys entrepreneurial endeavors and takes initiative
- Demonstrates strong communication, organizational, computer, and administrative skills
- Has experience with social media
- Enjoy working both independently and with others on a team
- Has a bold spirit and faith level to overcome cultural intimidation
- Possesses excellent interpersonal and presentation skills
- Ability to recruit, train, supervise and motivate volunteers
- Has a sincere desire to reach out to women and their families facing pregnancy decisions
- Desire to engage with and educate women, men, students, and families in our community that would benefit from RealTalk Education, our clinic services, and our pregnancy loss healing programs
- Highly adaptable and able to use creative skills to produce and sustain new programs

### **Preferred:**

- Bachelor's degree or some college-level classes in communication or leadership or related work experience
- Bilingual in English and Spanish

### **Major Responsibilities:**

The *Campus Outreach Manager* has the responsibility of facilitating the college campus outreach (CCO) efforts through campus clubs, tabling opportunities, and fostering a community of support for students who are parenting, pregnant, facing pregnancy decisions, or dealing with reproductive loss so that they can live their best life.

- Develop an annual CCO plan with measurable goals
- Recruit, interview, train, equip, and coordinate the work of campus volunteers. Supervise, mentor, and manage the continuing work of campus volunteer team(s)
- Meet regularly with the volunteer student teams to provide updates and encouragement (i.e. cards, gatherings, phone calls, etc.)
- Oversee college students in completing yearly paperwork to maintain student organization status
- Develop positive ongoing relationships with students, staff, administration and other service organizations on the college campus
- Network with other college campus directors and like-minded organizations nationwide to keep current on college outreach trends
- Take responsibility and ownership of the InformedU social media presence including: daily candid post while on campus, regular follower engagement, time spent weekly engaging with other campus groups via social media, and regular posting of reels and stories
- Investigate new avenues of campus outreach program exposure to increase visibility and awareness for RealOptions' services to college and high school students

- Pursue speaking opportunities at student groups, churches, and health & wellness events to advertise RealOptions' services or promote any other related topic relevant to the mission of the host organization
- Contact local university health clinics in Alameda and Santa Clara Counties to establish relationships, identify any needs that RealOptions can meet, and promote awareness about RealOptions' services with patient brochures, patient cards, and website information, including APR
- Expand RealOptions' campus program to multiple colleges throughout the Bay Area by way of tabling and recruiting student volunteers
- Manage and facilitate all facets of the InformedU student club at San Jose State University
- Come alongside and promote Students for Life clubs at UC Berkeley and Santa Clara University as appropriate, while offering collaboration under the InformedU umbrella
- As needed, work with the Community Outreach team on various outreach events
- Will be present daily in office and will manage hours in the field using and updating Google calendar to foster transparency and accountability

## **Reporting:**

- Daily tracking sheets will be completed and submitted to SCOM at the end of each tabling event
- Submit monthly highlights and quarterly reports to the SCOM (productivity) & SDCO (stats)
- Provide information to SDCO for contributions to the quarterly newsletter
- Write student testimonials to promote InformedU and RealOptions with the supporter base

## **Personal and Staff Development:**

- Attend a Discover RealOptions class prior to or shortly after being hired
- Identify areas for self-improvement as related to mobilizing and engaging college students
- Inform SCOM to areas of desired training or continued education opportunities