

COMPANY: OHIO PROFESSIONALS HEALTH PROGRAM  
 JOB TITLE: OUTREACH COORDINATOR  
 REPORTS TO: OUTREACH AND COMMUNICATIONS DIRECTOR  
 HOURS: FULL TIME, SALARIED, EXEMPT POSITION WITH BENEFITS

**GENERAL PURPOSE OF THE JOB:**

Serve as Outreach Manager, providing support to the outreach and communications team.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Work with Outreach and Development Team to develop and maintain a comprehensive strategy for the outreach efforts of OhioPHP. (10%)
- Coordinates all aspects of the Educational Outreach Program including solicitation, scheduling, and outcomes. (40%)
- Create and implement any direct mailing campaigns that align with the goals of the marketing and outreach strategy of the organization. (10%)
- Work with Outreach and Communications Director to develop and maintain relationships with OhioPHP stakeholders. (10%)
- Coordinate and oversee all events and initiatives (conference attendance) relevant to OhioPHP’s mission. (20%)
- Perform other duties as assigned. (10%)

**MINIMUM QUALIFICATIONS:**

- Excellent organizational and communication skills
- Computer literacy with excellent working knowledge of Microsoft Office products
- Ability to work independently on multiple projects simultaneously
- Strong initiative and teamwork skills
- Ability to plan and prioritize work with limited supervision

**EDUCATION AND EXPERIENCE:**

- Bachelor’s Degree – preferably in marketing, public affairs, fund development, or related discipline.
- Minimum 2 years’ experience in marketing or outreach in nonprofit organization.

Physical Requirements	Rarely (0 – 12%)	Occasionally (12 – 33%)	Frequently (34 – 66%)	Regularly (67 – 100%)
Seeing: Must be able to read reports and use computer				X
Hearing: Must be able to hear well enough to communicate with coworkers				X
Standing/Walking		X		
Climbing/Stooping/Kneeling	X			
Lifting/Pulling/Pushing	X			
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system				X

**WORKING CONDITIONS:** Normal office working conditions with the absence of disagreeable elements. Meetings and travel may result in exposure to environmental elements, hospital elements, and others found in healthcare settings.

**NOTE:** The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_