



Job Title: Outreach Coordinator
Department: Community Based Programming
Work Location: Office/Remote/Onsite
Reports To: Director of Outreach
Status: Full-Time
Classification: Non-exempt

Reaching Above Hopelessness and Brokenness, Inc.

RAHAB Ministries strives to share the hope of Jesus Christ with the broken and undervalued women, including survivors of human trafficking.

What you will Do/Need (Job Summary)

The Outreach Coordinator's role is to assist the Director of Outreach as they prayerfully and strategically provide administration for teams of volunteers on the streets and in the clubs of northeast Ohio. The Outreach Coordinator will specifically oversee the Stark County teams as well as provide administrative support for all other outreach teams launched through RAHAB.

Responsibilities (Essential Duties and Responsibilities)

- Participate in Street Outreach and Strip Club Outreach regularly to provide ongoing support to teams
- Assist Director of Outreach to provide training specific to strip club ministry twice a year and street ministry twice a year.
- Uphold RAHAB programming policies and procedures as a whole and within the area of outreach and provided consistent guidance for volunteer teams to do the same
- Meet regularly with leaders of Stark County teams so that they are equipped and supported to lead the volunteer teams
- Assist Director of Outreach to interview volunteers that have completed Essentials Training and who are interested in outreach teams
- Communicate with other necessary RAHAB staff in gathering gifts/meals/supplies for teams as needed.
- Facilitate community relationships, specifically in Stark County that would help inform RAHAB
- Facilitate community relationships connecting the population served to RAHAB Drop-In Center resources
- Build a community referral network, establishing rapport and provide education as needed
- Demonstrate accountability and good stewardship of budgeted money allocated to outreach ministry
- Attend quarterly RAHAB staff meetings
- Attend regular meetings with Director of Outreach
- Keep Outreach Volunteer information organized and up to date
- Manage and submit volunteer time sheets/hours



- Assist Director of Outreach to plan volunteer continuing education and appreciation nights for volunteers
- Collaborate with Stark Drop-In Center Coordinator and Stark Drop-In Center Volunteer Coordinator to grow services and maintain excellence in Stark County Programming

Minimum Qualifications (Knowledge, Skills, and Abilities Required)

- Be self-motivated and organized
- Set the culture of compassion, love and grace for outreach teams
- Work well with others and contribute to a positive team-like environment
- Strong communication skills
- A strong commitment and regular practice of self-care
- Must be 18 years of age or older
- Must have a valid driver's license
- Must submit and pass a Federal Background check

What Will Make You Special (Preferred Knowledge, Skills, and Abilities)

- Trauma informed
- Previous experience and knowledge in human trafficking field
- Ministry-minded and ability to engage non-Christians
- Experience using Microsoft Office

Characteristics of the Position (Competencies)

- Seeks to foster a positive and encouraging environment
- Maintain space for volunteers to emotionally process as they serve on teams
- Strives to maintain a culture of love and respect
- Conflict-resolution and problem-solving skills
- Exercises and models healthy boundaries

Physical Demands and Work Environment

- Able to withstand environmental challenges (physical and emotional) encountered in the clubs and on the streets
- Able to walk with street teams in all types of weather
- Ability to lift and carry donations up and down stairs (around 25 pounds weight)

Position Type and Expected Hours of Work

- Willing to work a flexible shift
- Full-time, 40 hours/week
- Combination of daytime and evening hours

Travel

Travel primarily in Stark and Summit counties with the occasional need to travel within the greater Northeastern Ohio region using personal vehicle