



Job Title: Outreach Coordinator-Youngstown
Department: Adult Regional Programming
Work Location: Onsite/Remote
Reports To: Director of Adult Regional Programming
Status: Part Time (20 hours per week)
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 prayerfully and strategically provide administrative support and on-the ground training for volunteer teams going into multiple outreach venues in Youngstown.

Responsibilities (Essential Duties and Responsibilities)

Volunteer Management:

- Participate in all outreach efforts to current and future identified venues (street, club, hotels jails) to provide ongoing support to volunteer teams
- Provide leadership and guidance to Youngstown team leaders so that they are equipped to lead volunteer teams
- Assist Director of Adult Regional Programming in providing specialized training 3-4 times a year
- Uphold RAHAB programming policies and procedures and provide consistent guidance for volunteer teams to do the same
- Regularly promote self-care practices and organize 2 self-care activities each year for volunteers
- Interview volunteers that have completed Essentials Training and who are interested in participating in outreach on behalf of RAHAB
- Provide administrative support by keeping detailed records in SharePoint
- Manage and submit volunteer time sheets/hours in bloomerang

Collaboration:

- Collaborate with other area coordinators to increase communication between outreach and drop-in
- Strengthen RAHAB's continuum of care through internal and external partnerships
- Nurture community and church relationships, specifically in Mahoning County
- Attend bi-monthly RAHAB staff meetings
- Attend regular individual and team meetings
- Attend quarterly volunteer management meetings
- Participate in public speaking opportunities on behalf of RAHAB
- Communicate with Volunteer Experience Coordinator to secure in-kind donations

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
- Trauma-Informed in your approach to service delivery
- 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)

- 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

- Light physical demands
- Able to withstand environmental challenges encountered in clubs and on the streets

Position Type and Expected Hours of Work

- Willing to work a flexible shift
- PT to start with the possibility of FT hours based on need
- Combination of daytime and evening hours

Travel: Travel primarily in Mahoning County with the occasional need to travel within the greater NE Ohio using personal vehicle

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at-will” relationship.

Employee Acknowledgement

Signature

Date

Printed Name