



**Job Title:** Outreach Coordinator-Akron/Cleveland

**Department:** Adult Programming

**Work Location:** Akron Drop-in/Fairlawn Office/Remote (outreach venues)

**Reports To:** Director of Adult Programming

**Status:** Full Time (32-40 hours per week)

**Classification:** Non-exempt

**Reaching Above Hopelessness and Brokenness Ministries, Inc.**

RAHAB Ministries provides Christ-centered transformational services to those directly affected by sex trafficking in Northeast Ohio.

**What you will Do/Need (Job Summary)**

The Outreach Coordinator leads teams of volunteers who walk the streets, go into strip clubs, and correctional facilities to share the love and hope of Jesus Christ. The Outreach Coordinator will also maintain regular contact with drop-in staff in relevant counties to facilitate a connection between outreach and drop-in services.

**Responsibilities (Essential Duties and Responsibilities)**

**Volunteer Management:**

- Participate in all outreach efforts in current and future targeted venues (street, strip clubs, jails etc.) to provide ongoing support to volunteer teams
- Provide leadership and guidance to Akron/Cleveland team leaders to equip them to lead volunteer teams
- Assist in providing specialized training as new volunteers are onboarded
- 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 annual self-care activities 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 CRM database
- Assist with volunteer appreciation efforts including an annual event

**Collaboration:**

- Collaborate with other area outreach and drop-in coordinators to increase communication between outreach and drop-in and strengthen RAHAB's continuum of care
- Nurture community and church relationships, specifically in Summit and Cuyahoga counties
- 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 appropriate staff when in-kind donations are needed to support outreach efforts

**Minimum Qualifications (Knowledge, Skills, and Abilities Required)**

- Self-motivated and organized



- Sets the culture of compassion, love, and grace for outreach teams
- Works well with others and contributes to a positive team environment
- Demonstrates strong communication skills
- Trauma-Informed approach to service delivery
- Strong commitment to 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
- Maintains space for volunteers to emotionally process as they serve on teams
- Strives to maintain a culture of love and respect
- Possesses 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
- 32-40 hours per week
- Combination of daytime and evening hours

**Travel:** Travel primarily in Summit and Cuyahoga counties with the occasional need to travel within the greater NE Ohio using personal vehicle

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*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.*

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**Employee Acknowledgement**

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Signature

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Date



Printed Name