



891 White Bear Ave.

St. Paul, MN 55125

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[www.optionsforwomeneast.com](http://www.optionsforwomeneast.com)

We provide life-affirming alternatives through support and services to pregnant women in the East Metro area of the Twin Cities. Through a coaching approach, our goal is to positively impact our clients, helping them achieve healthy, lasting changes in their lives. We strive to foster trust by providing a safe and respectful coaching environment that enables individuals to overcome personal struggles through growth and transformational change.

### **Position Description - Outreach Coordinator**

**Purpose** - The Outreach Coordinator at Options for Women is responsible for the development and implementation of an outreach program with public and private entities in our community.

**Time Commitment** - Non-exempt part-time position with hours M-Th 6-20 hours a week.

**Reporting Assignment** - Reports to Executive Director

### **Training**

- Elevate Life Training
- Orientation to Options for Women East and on-the-job training.
- HIPAA/OSHA Training

### **Qualifications**

- Expresses complete agreement with OFWE's Mission Statement and Policies.
- Willingness to comply with the policies and procedures of the clinic and work within the organizational structure.
- Is a strong team player who creates an environment of mutual respect and fosters cooperation.
- Has a sincere desire to reach out to abortion-vulnerable and abortion determined women.
- Exhibits strong commitment and dedication to the sanctity of all human life.
- Exhibits strong commitment and dedication to sexual purity.
- Exhibit strong interpersonal and administrative skills.
- Adept at Microsoft Word, Excel, Outlook, and other computer skills.

### **Responsibilities**

- Collaborate with staff to create an outreach program that increases the intake of patients and messaging of our services in the community.
- Cultivate, steward, and expand the relationships between the organization and its patients and donors, new and existing.
- Incorporate social media to develop a larger patient and donor base.
- Assist in the coordination of all fundraising events.
- Create partner and church packets.
- Create and enhance strategic partnerships with local churches and community partners.
- Be open to any directives from the Executive Director and Board to grow further and develop our patient intake and community partnerships.

## **Staff Development**

- Maintains regular attendance at all staff and medical team meetings.
- The Receptionist receives an annual evaluation from the Executive Director.

## **Commitment to OFWE's organizational values**

- We do not perform or refer for abortions or provide artificial contraception, but we do educate on all abortion procedures and all types of contraception.
- We promote healthy choices regarding sexuality that both honor the dignity of the human person and altogether avoid sexually transmitted infections and unintended pregnancy.
- We believe in the sanctity of human life, the inherent dignity of each person, from conception to natural death.
- We give our clients/patients the right to receive comprehensive, medically accurate information provided respectfully and compassionately, and understand the importance of addressing the needs of the whole person - physical, emotional, spiritual, and social - when providing services.

