

Women's Resource Center  
**OUTREACH SPECIALIST**  
Job Description

**I. EMPLOYMENT CONDITIONS**

- Outreach Specialist must be an enrolled student throughout duration of hire
- Position reports directly to the Associate Director and Graduate Assistant and is accountable to all professional staff at the WRC/SI.
- Position works approximately 10-15 hours a week (determined by the current work study allotment)
- Position will work both set and flexible hours. Occasional evening hours will be required.
- Two weeks' notice is expected for resignation
- Position must complete full student staff orientation/training and attend student staff meetings as needed.
- Two-semester commitment required as Student Coordinator, beginning Fall 2016

**II. QUALIFICATIONS**

A. Necessary qualifications

- Dedication and commitment to women's and gender issues with a social justice perspective
- Strong networking skills
- Attention to detail in organization of outreach opportunities
- Excellent oral and written communication skills
- Ability to work in a professional/office environment
- Ability to work in a collaborative/team environment
- Commitment to growing personally and professionally through training opportunities of the position
- Responsible for content delivered through programs and services of the WRC

B. Preferred qualifications

- Previous experience organizing outreach with various groups
- Public speaking skills
- Previous experience working in an office or other professional environment

**III. BENEFITS**

- Experience in program and event planning and communications
- Fun and friendly work environment
- Time will be compensated at current minimum wage and has the potential to increase based upon time and performance in the position.

**IV. RESPONSIBILITIES**

*This student position is responsible for support and co-coordination of WRC outreach to student groups, campus departments and community resources (when applicable).*

A. Primary Responsibilities

1. Outreach Coordination

- Attend meetings of various student groups to maintain ties and to keep the WRC informed of student group events and activities

- Stay aware of upcoming WRC activities in order to take initiative and promote them specifically to student groups.
- Prepare information packets on the WRC for different groups to increase awareness about the WRC
- Coordinate WRC student staff for outreach based on interest, experience, and availability.
- Maintain outreach to student groups, advocacy centers, and other campus department through personal contact, meeting with individuals and groups, and tabling at events
- Develop new outreach methods to increase visibility of WRC programs and services
- Update student staff about all upcoming outreach at staff meetings and via email
- Maintain regular communication and collaboration with other student staff positions as necessary to fulfill job requirements including:
  - Work with Program Specialist to identify current programming to promote to campus and community groups
  - Work with Social Media Specialist to exchange relevant information necessary for outreach
  - Work with Graphic Design and Marketing Specialist to support marketing of programs and events
  - Work with Current Events Specialist to maintain knowledge about contemporary issues relevant to women and gender.
  - Work with Stryker Student Specialist to identify and support staffing of outreach opportunities to promote SI (including recruitment and informational fairs, attending student group meetings, etc.)
- Take inventory of the Women's Resource Center giveaway items and report to supervisors. Make recommendations for new giveaway items for WRC.

## 2. Records and Office Tasks

- Maintain records of current, previous, and future outreach
- Maintain records of contacts within each of the groups
- Review and compile resources/referrals manual (both electronic and hard copy) to maintain current resource guide.
- Complete monthly counts for reporting purposes

## B. Additional Responsibilities

- Support WRC program tasks as needed
- Provide office coverage and all student employee related support for services and programs offered through WRC and Stryker Institute (including all general student employee responsibilities outlined in the Student Employee Handbook)

## V. EVALUATION

- Based upon success in meeting responsibilities defined above
- Completed at the end of each semester by the Associate Director and Graduate Assistant.

- Basis for future employment with the Women's Resource Center, references and letters of recommendation