

JOB DESCRIPTION: Campus Outreach Manager

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Position Summary: Under the direction of the Director of Education the Campus Outreach Manager will be RealOptions' campus spokesperson leading the programs and volunteers at all college campus locations.

Qualifications

- Demonstrates strong leadership, communication, organizational, computer, and administrative skills
- Possesses excellent interpersonal and presentation skills
- Able to recruit, train, supervise, mentor, and motivate volunteers
- Enjoys working both independently and on a team with others. Has a bold spirit and faith level to overcome cultural intimidation and positive conflict resolution
- Highly adaptable and able to use creative skills to produce and sustain new programs and outreach efforts
- Agrees with RealOptions' Statement of Principle and Purpose
- Has sincere desire to reach out to women and their families facing pregnancy decisions
- Has a heart for students and seeing them empowered with knowledge to make healthy decisions
- Enjoys entrepreneurial endeavors and takes initiative

Responsibilities

VOLUNTEER MANAGEMENT

- Develop an annual college campus outreach plan with measurable goals
- Recruit, interview, train, equip, and coordinate the work of campus volunteers. Supervise, mentor, and manage the continuing work of campus volunteer team(s)
- Meet regularly with the volunteer student teams to provide updates and encouragement (i.e. cards, gatherings, phone calls, etc.)
- Oversee college students in completing yearly paperwork to maintain student organization status

PROGRAM MANAGEMENT

- Develop relationships with students, staff, administration and other service organizations on the college campus
- Network with other college campus directors and like-minded organizations nationwide to keep current on college outreach trends
- Plan and coordinate education presentation opportunities and events that can be promoted on campus
- Pursue speaking opportunities at student groups, churches, and health & wellness events to advertise RealOptions' services or promote any other related topic relevant to the mission of the host organization
- Contact all local university health clinics in Santa Clara County and Alameda County to establish relationships, identify any needs that RealOptions can meet, promote awareness about RealOptions' services with patient brochures, patient cards, and website information, including new telemedicine APP
- Investigate new avenues of campus exposure to increase visibility and awareness for RealOptions' services to college and high school students
- Promote RealTalk and CCO for summer programs in local church youth, parent, and college groups
- Expand RealOptions' campus program to multiple colleges throughout the Bay Area by way of tabling and recruiting student volunteers
- Manage and facilitate *Spartan Mamas* and all facets of the *CPST Club* at San Jose State University
- Responsible for developing and maintaining RealOptions' Table Training curriculum for CCO and RealOptions staff and volunteers

- As needed, work with Community Outreach team on various research and curriculum development projects including outreach events

REPORTING

- Maintain statistics and create weekly, quarterly, and annual reports on campus tabling efforts and membership status. Submit monthly highlights and quarterly reports to Director of Education & Community Outreach
- Write student testimonials to promote CPST and RealOptions with the supporter base
- Provide information to supervisor for contributions to quarterly newsletter.

PERSONAL AND STAFF DEVELOPMENT

- Participate in staff meetings and in-service meetings as directed
- Participate in all fundraising and community outreach events, which includes inviting family, friends, and church members to join you at these events
- Attend a Discover RealOptions class prior to or shortly after being hired
- Attend and encourage volunteers to attend annual Volunteer Appreciation Event
- Be trained as an Optimal Health Educator in REAL Essentials curriculum and become Ascend certified