Job Title: Outreach Coordinator (Undergraduate Student)

Hours per Week: 12 hours/week  
Reports to: Stephanie Alderson, M.A.

Work Location: 340 Nebraska Union  
Pay per Hour: $9.00

GPA Requirement: 2.5 Every Semester  
Position is available: August-May (Academic Year – some summer work may be possible)

Basic Function: The Outreach Coordinator helps staff the Women’s Center and is responsible for the recruitment, training, retention, and engagement of volunteers and all tasks related to programming and services connected to volunteer and community service. They are also responsible for the social media for the Women’s Center, including Facebook, Twitter, Instagram, and listservs.

Content Area Responsibilities  90-95%

1. Responsible for recruitment, training, engagement and retention of Women’s Center volunteers.
2. Assist other Women’s Center staff in identifying tasks appropriate to delegate to volunteers and matching volunteer interests to specific projects. Work with volunteers to develop projects they are interested in.
3. Maintain records of volunteers each semester; maintain records of volunteer service hours and activities.
4. In conjunction with the Graduate Assistant and Assistant Director, plan and implement training for Women’s Center volunteers.
5. Works with the Graduate Assistant (GA), Assistant Director, and other student staff at the center to help fulfill the center’s mission.
6. Serves as a liaison to the LGBTQA+ Center and other organizations, departments, faculty, staff and students on campus as well as in the community to facilitate collaborative programming. Assists with developing, implementing, and evaluating programming.
7. Publicizes programs, events, services, and the resource center utilizing social media, face-to-face contact, newsletters, and our online calendar by updating our social media, listservs, calendars, and providing or coordinating announcements in classes and at meetings. Sends the PR to different departments and shares it with other organizations. Develops and distributes an electronic newsletter for the Center.
8. Works with the Events Coordinator and GA to ensure that posters and other publicity are distributed in a timely way, and to connect volunteers with campus and community events.
9. Attend Women’s Center staff meetings, and utilize information sharing/communication methods effectively including email, social media, and voicemail.
10. Work with the Events Coordinator regarding volunteer engagement and outreach to the volunteers.
11. Assist with other programs and activities as assigned by the WC Assistant Director.
12. Assist with developing, implementing and coordinating programming and activities, particularly in regards to involvement with volunteers. Assist with reservations for space for volunteer programming and booths, request materials for publicity, and maintain program planning sheets. Work with other staff, volunteers, and the GAs to ensure volunteers and staff are engaged, and calendars are kept current, and volunteer hours and contributions are documented.
13. Assist with staffing the center and other responsibilities as assigned.
14. Assist the GAs or student coordinators for RSOs connected to the Women’s Center with volunteer organization and engagement.
15. Be aware of Women’s Center & LGBTQA+ programs and services and help raise awareness about the centers, our programming and services including volunteer opportunities. Be able to provide tours of the center and serve as a representative of the center. Provide volunteer orientation to new volunteers.
16. Responsible for the Women’s Center web page content related to volunteering/engagement.
17. Work with the other center staff and volunteers to conduct outreach to RSOs and relevant classes on campus to raise awareness about the center and our programming and services, including volunteering.

18. Assist with the daily operating functions of the Women’s Center, including staffing the office, cleanliness of the center, operating ResourceMate, working cooperatively and collaboratively with other/all center staff and volunteers.

19. Work with all other staff members to find any tasks that volunteers may be able to participate in.

20. Attend center staff and volunteer meetings and utilize information sharing/communication methods including email, social media, listservs, and voicemail effectively and appropriately.

21. Maintain the volunteer listserv and send biweekly/monthly emails listing the current volunteer opportunities and programming.

22. Staff programs, booths, and other events as needed.

23. Keep track of volunteer and center contacts, and outreach efforts (statistics) and assist with compiling center statistics for each semester and assisting with progress reports.

24. Recruit and assist with volunteer training. Work with other center staff to recognize volunteer contributions.

25. Other duties as assigned.

Other Responsibilities 5-10%

1. Participate as an active staff member in all training, orientation, and staff development meetings, programs and committees.

2. Assist in the development of collaborative projects across other content areas whenever possible. Assist in the development of collaborative projects with other campus offices/departments/divisions as opportunities arise to help achieve the goals and mission of the Women’s Center.

3. Assist students and other individuals contacting the Women’s Center as needed.

Requirement: Must be enrolled and attending UNL during the academic year.

Special Qualifications: The ability to function well in a multiuse environment with a variety of programs, services and demands. Ability to work well with volunteers.

Qualifications:

1. Excellent communication skills, detail oriented, positive attitude and good work ethic.
   a. Comfortable with public speaking and giving presentations.
   b. Able to represent the Women’s Center effectively and professionally.
   c. Strong organizational and time management skills.
   d. Strong writing and interpersonal skills.

2. Ability to:
   a. work independently with minimal direction;
   b. work well as part of a team (the center’s student staff and volunteers and Director);
   c. use or learn to use our software applications (e.g., Microsoft Office, ResourceMate, Publisher);
   d. learn about, and provide information about the center, our programming and services;
   e. learn about and support a social justice approach and understand the intersections of identities and the interconnected nature of power and privilege;
   f. manage details effectively; and
   g. facilitate focus and discussion groups.

3. Reliable and responsible fulfillment of job responsibilities.

4. Ability to welcome, include and engage individuals coming to the center, student staff and volunteers (assist in the development and maintenance of brave space).

5. Work well with the other center staff, volunteers, program attendees and the center assistant director and director.

It is the policy of the University of Nebraska-Lincoln not to discriminate based upon age, race, ethnicity, color, national origin, gender-identity, sex, pregnancy, disability, sexual orientation, genetic information, veteran's status, marital status, religion or political affiliation.
**Requirement:** Must be enrolled and attending UNL during the academic year.

**Special Qualifications:** The ability to function well in a multiuse environment with a variety of programs, services and demands.

**Qualifications:**

1. Excellent communication skills, detail oriented, positive attitude and good work ethic.
   a. Comfortable working with students, faculty, staff and with public speaking and giving presentations.
   b. Able to represent the Women’s Center effectively and professionally.
   c. Strong organizational and time management skills.
   d. Strong writing and interpersonal skills.

2. Ability to:
   a. ask questions when information or guidance is needed;
   b. work independently with minimal direction;
   c. work well as part of a team (the center’s student staff and volunteers and professional staff);
   d. use or learn to use our software applications (e.g., Microsoft Office, ResourceMate, Publisher);
   e. learn about, and provide information about the center, our programming and services;
   f. learn about and support a social justice approach and understand the intersections of identities and the interconnected nature of power and privilege;
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