

Scarlet Hope

OUTREACH COORDINATOR

Roles & Responsibilities

Reports to: VP of Mission Integration SH INC

Location: Atlanta, GA

Scarlet Hope exists to share the love and hope of Jesus with women in the adult entertainment industry (AEI). Scarlet Hope seeks to provide trauma-informed, strengths-based services that empower individuals to take the steps they want toward self-sufficiency.

The Outreach Coordinator role is a part-time position that seeks to carry out the mission of Scarlet Hope in Atlanta through Outreach and Community programs. The Outreach Coordinator will (1) lead and support Outreach efforts, (2) seek to provide after-care to women through Community programs and resources.

Job Responsibilities

Outreach Programs

- Perform general administrative tasks that include, but are not limited to:
 - Scheduling volunteer leads' monthly meetings
 - Volunteer communication and cultivation
 - Recording and tracking Metrics
 - Manage volunteer CRM
- Coordinate gifts for Weekly Outreach with the volunteer leads and holiday gifts with City Coordinator
- Volunteer care and cultivation (this can include volunteer monthly engagement events and meetings, updating volunteer profiles, etc.)
- Participate in Text Outreach
- Collaborate with the City Coordinator in the planning and execution of special events
- Assist with onboarding new volunteers
- Ensure each volunteer team has needs in place (Ex. Prayer team has access to previous prayer requests and prayer requests added to specific form)

Community Programs

- Available weekly to meet with women for intake, tier one case management as needed
- Connecting with Research Volunteers to identify collaborative partners for Atlanta's Master Resource List and keep list up-to-date based on needs expressed by volunteer leads and City Coordinator
- Nurture connections with current or future collaborative partners identified by the City Coordinator

Flexibility is a vital aspect of the role of the Outreach Coordinator. Miscellaneous tasks and responsibilities may be assigned to you to ensure the accomplishment of the Scarlet Hope mission. It will be essential that you view your role as being a flexible member of a team. We are excited and thankful for your skills and gifts.