



Job Description: Community Outreach Coordinator

Classification: 0.5 FTE (20 hours/week); Non-Exempt

Reports to: Director of Programs

Salary: \$20-22 per hour

Start Date: Spring 2021

About Rainier Valley Midwives

Rainier Valley Midwives (RVM) seeks to improve maternal and child health outcomes among those living in the Rainier Valley, particularly among BIPOC communities. Our midwifery clinic is a nonprofit organization that provides prenatal care and pregnancy support to those who are pregnant, those who want to get pregnant, and those who have just had their baby. We also provide well-being and family planning services.

We take a collaborative and comprehensive approach to providing individualized wrap-around care to clients. This means our care teams include midwives, doulas, doctors, mental health counselors, and lactation specialists. We help clients engage in their care and have the birth of their choice, whether it be at home, in a birth center, or in a hospital. Many of our grant funded programs provide clients with free birth and postpartum doulas, and lactation support, regardless of ability to pay. Each year, our programs serve 200 people, the majority of whom are from BIPOC communities.

Outreach Coordinator Role:

RVM offers many programs that share a goal of improving perinatal health outcomes among BIPOC communities and rural residents of King County. Our **Community Outreach Coordinator** plays an essential role liaising with these different communities, identifying emerging needs, and connecting them to services.

Even though traditional outreach approaches may be impacted by the COVID pandemic, we are committed now, more than ever, to connect with our communities. The position will interface with all of RVM's program team to understand current program offerings, availability, eligibility, and more. They will be responsible for educating the public about our prenatal services and recruiting participants for our programs, such as lactation lounges and group prenatal care sessions. Particularly during COVID, managing our social media outreach efforts will also be necessary.

The Outreach Coordinator will represent our organization (virtually, or in-person, when safe) at community events and communicate programs, resources, and services to families, organizations, and local publications. The Outreach Coordinator will communicate with



community members, potential clients, and providers, and will form new partnerships. This position requires the ability to work independently, give presentations, and do public speaking. They must be organized, and responsive to email and communications.

The ideal candidate will have prior experience working with the diverse communities in Rainier Valley and South Seattle, will prioritize customer service, be detail oriented, and be comfortable working independently. You will also be well-versed and comfortable using video-conferencing platforms to host small and large meetings and presentations.

This is a part-time role (20 hours/week) and while some work may be remote, the individual must be able to work periodically from our clinic space in South Seattle. When safe, this role will also require the individual to travel to locations in Rainier Valley, Beacon Hill, Renton, and the greater South Seattle area.

Primary Responsibilities

- Recruit participants for programs and services and be responsible for filling monthly enrollment goals.
- Document outreach efforts and contribute to grant reporting regarding community engagement work.
- Facilitate meetings, workshops, and info sessions with community groups to present our services and programs. This will be done virtually and in-person when safe to do so.
- Design newsletters, fliers, brochures, and pamphlets and distribute through the community for all RVM programs and service.
- Attend community events and represent the organization.
- Develop and build partnerships with other organizations and other outreach coordinators.
- Communicate effectively with families, providers, community members, and funders.
- Attend meetings related to program planning and implementation, outreach efforts, community meetings and networking opportunities.
- Network both online and in-person.
- Manage RVM social media accounts and campaigns.
- Seek out opportunities to speak at, attend, and partake in community events, conferences, and platforms to promote the organization.
- Other assigned tasks as necessary.

Requirements

- 1-2 years of experience in health education, public health, community outreach, and/or community organizing.
- Experience serving diverse communities, backgrounds, races, and religions, particularly in Rainier Valley and South Seattle.



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- Education, work experience, or lived experience that demonstrates an understanding of South Seattle and/or BIPOC community needs.
 - Strong public speaking and presenting skills.
 - Strong technology skills, including video-conference hosting and facilitation, and high level of proficiency with MS Office products including Word, Excel, and Powerpoint, as well as Google Drive, including Google Docs and Google Sheets.
 - Experience designing, creating, and managing newsletters and other marketing materials.
 - Excellent communication skills, including written and verbal.
 - Experience managing multiple social media accounts on multiple platforms.
 - A strong commitment to integrity and professionalism.
 - Strong customer service mindset.
 - Detail oriented and highly organized.
 - Ability to work collaboratively in a team environment.
 - Ability to travel to locations in South Seattle, Renton, and Beacon Hill for work and meetings.
 - Effective time management skills.

Salary and Benefits

The starting salary/rate for this position is \$20-22 per hour. Rainier Valley Midwives provides a generous benefits package including medical, dental, vision coverage paid by the employer. Paid holidays and a generous Paid Time Off (PTO) plan are included.

To Apply

Email your resume and cover letter to info@myrvcc.org.

Equal Employment Opportunity Statement

Rainier Valley Midwives is an affirming, positive, diverse work environment. Rainier Valley Midwives provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.