



Outreach Officer – Resources and Toolkits

JOB SUMMARY

Reporting to the Outreach Manager and the Director of Operations, the Outreach Officer – Resources and Toolkits is responsible for creating resources and toolkits that help to support connections between Random Acts, existing and potential supporter communities, and educational organizations with the goal of advancing the overall Random Acts mission.

RESPONSIBILITIES

- Assist the Outreach Manager in the creation of education documents that support the mission of Random Acts and can be distributed as forms of outreach to Random Acts grant recipients, external partners, and people who engage with Random Acts at various events.
- Assist the Outreach Manager in producing assessment materials to evaluate engagement strategies at various events, as well as the educational documents. This feedback would be analyzed and shared with internal staff as well as (when appropriate) external counterparts to showcase the work Random Acts is doing, and the effects it is having in various communities.
- Be responsible for regularly scheduled review and updating of existing toolkits and resources to ensure that the information is current.
- Coordinate with the IT department as needed for the maintenance of toolkits online.
- Assist the Outreach Manager with any assigned tasks.

DESIRED QUALIFICATIONS AND SKILLS

- Familiarity with the mission of Random Acts Ability to work effectively with diverse groups, including staff, supporters, peers and the public
- The ability to communicate effectively, both verbally and in writing, as well as strong interpersonal skills
- Excellent computer skills
- Excellent online research skills
- The ability to work independently as well as in a team
- Able to manage tasks or projects from implementation through to completion
- Creativity, enthusiasm, and attention to detail
- Excellent organizational and time management skills flexible work schedule to accommodate evening and weekend meetings
- Familiarity with Google docs and Gmail.