



College Outreach Coordinator

Job Description

Qualifications & Expectations

1. A committed Christian who has and demonstrates a personal relationship with Jesus Christ as Lord and Savior.
2. A regular attendee/member in good standing at a local, Bible believing church.
3. Strong commitment and dedication to the sanctity of human life and sexual purity.
4. Agreement with and willingness to uphold the Statement of Faith and Statement of Principle and policies of the center.
5. Have a bachelor's or master's degree, or related experience.
6. Prior experience on a college campus preferred.
7. Prior experience in office and computer operations and software.
8. Proficiency in Microsoft Office, especially in Excel and PowerPoint.
9. Excellent organizational skills and ability to manage multiple tasks concurrently.
10. Self-motivated, dependable, and displays strong follow through with details and tasks.
11. Skilled in interpersonal communication, public speaking, trouble-shooting, and problem solving.

Responsibilities

Communications & Administration

1. Oversee development of outreach to college and universities near First Choice centers in the four counties in which our centers are located.
2. Develop and maintain strong relationships with contacts at colleges and universities near and around First Choice centers through email, phone, in person presentations, and personal visits.
3. Build and maintain a database of college and university contacts including, but not limited to: university health centers, residence life, freshman orientation, and Christian campus groups.

4. Develop an outreach calendar for pursuing and maintaining relationships with college and university contacts (as listed above).
5. Maintain inventory of outreach materials including, but not limited to: First Choice Brochures, Business Cards, and Student Packets.
6. Work with center directors to keep track of clients who receive First Choice services and attend local colleges and universities.
7. Create a monthly report through eKyros to track the amount of clients receiving First Choice services that attend local college and universities.
8. Develop strategies to reach colleges and universities near and around our center that do not utilize First Choice services.
9. Research and maintain updated information on support resources and social services available on campus or near the college community to meet the needs of the pregnant/parenting student to help those students to remain in school.

Public Relations

1. Represent First Choice at college and universities at campus and student life events, staffing tables, speaking at forums, and any other related public speaking opportunities on college campuses.
2. Speak in churches and engage congregants on Sanctity of Human Life Sunday.