

DSAGC Outreach Coordinator

2019 Job Description

Updated 2/5/19

Overview

Over the past two years, the DSAGC has expanded its outreach program to encompass medical, employment, school, and community outreach as well as government advocacy. The ideal person for this role needs to be at ease with public speaking, networking, recruiting and motivating a wide array of community members, leaders and volunteers. This person must also be comfortable wearing a few different hats within the DSAGC in terms of their outreach responsibilities. We envision this position averaging 30 – 35 hours/week.

1. Character and Personal Growth Attributes

- Show a respect for others, commitment to quality, integrity, and self-motivation as well as have a positive attitude.
- Relationally, must show an ability to work well with others, resolve conflicts and be trustworthy.
- Value inclusion, diversity, equity and access, and integrate those values into their work and outreach style.
- Be an aggressive learner who is consistently trying to grow both in their knowledge and in their competencies.
- Contribute to and model the values and mission of the DSAGC.

2. DSAGC Staff Responsibilities

- Report directly to the Executive Director and collaborate with other members of the Programming Team.
- Attend monthly Full Staff meetings, as well as any other all-staff gatherings. Also attend monthly Programming meetings. Both meetings are held on Monday mornings at 10:00 am.
- Submit a bi-weekly time card, monthly Staff Report and expense summary.
- On occasion, serve as a “Program Host” and provide direct support to evening and weekend events and activities held at the DSAGC.
- Work major DSAGC events including the Winter Dance, Golf Tournament and Buddy Walk.
- Perform other responsibilities as assigned by the Executive Director.

3. Health Outreach (20% of Time)

- Manage the list of hospitals, medical offices and key medical professionals’ data to ensure accurate outreach records, lists and regular rhythm of visits.
- Review and prepare presentation materials that can be utilized in health outreach settings.

- Visit area hospitals and medical centers and give presentations (15 – 60 mins.) regarding Down syndrome, a sensitive diagnosis, ways to support individuals, families and parents, and community inclusion as a whole.
- Create and update presentation and educational materials.
- Develop and manage the strategy related to health and disability outreach fairs/expos. Coordinate the staffing of these events by covering yourself and/or lining up other DSAGC staff and volunteers to be present at the tables.
- Lead and collaborate with the Health Advisory Board.

4. Advocacy (20% of Time)

- Coordinate and serve on the Government Affairs Committee. Plan quarterly meetings.
- Stay informed on local, state and advocacy issues that pertain to the Down syndrome community.
- Write and send occasional advocacy alerts to DSAGC families and others who express an interest in advocacy work.
- Write letters/emails on behalf of the DSAGC, pertaining to key advocacy and legislative issues.
- Collaborate with the Executive Director as well as the Volunteer & Communications Coordinator on crafting DSAGC policy statements/positions.
- Serve on the ambassador/advocacy groups for the National Down Syndrome Congress and National Down Syndrome Society.
- Represent and speak on behalf of the DSAGC at local, state, and federal advocacy events.
- Train and mentor teens and adults with Down syndrome who are interested in advocacy.

5. Employer Outreach (20% of Time)

- Field calls and emails from employers who have expressed an interest in hiring someone with Down syndrome at their business or organization.
- Meet with area businesses and organizations to educate them about the benefits of a diverse, inclusive workforce. If interested, walk them through next steps (i.e., engaging Opportunities for Ohioans with Disabilities [OOD] and/or a job developer).
- Serve as the main DSAGC contact with key staff members of OOD.
- Bring creative energy to figuring out how we, the DSAGC, can best be a proactive catalyst to encourage more employers to embrace inclusive hiring practices.
- On occasion, collaborate with fellow disability and/or employment organizations to create and improve opportunities for adults with Down syndrome.
- Collaborate with the Adult Matters Coordinator on employment-related educational programming for adults.
- Promote open positions within our DSAGC communications channels.
- Work with the Volunteer & Communications Coordinator to celebrate employment/employer success stories.

6. Education Outreach (20% of Time)

- Give in-person presentations to school aged children about Down syndrome and inclusion. Being a good friend will be a part of these presentations.
- Along with the School Age Matters Coordinator, prepare and give presentations and trainings to staff and faculty about Down syndrome, inclusion and best practices for engaging and educating students with Down syndrome.
- Develop and execute a systematic school outreach strategy to coordinate and schedule the aforementioned presentations.
- Work with the School Age Matters Coordinator to manage and add to the list of School District Ambassadors around the 12-county Greater Cincinnati region.
- Recruit, train, collaborate with and supervise a group of high-level volunteers who have the passion and skills to give effective presentations in classrooms.
- Support the School Age Matters Coordinator as they lead the Educational Advisory Board. Attend all of these meetings.

7. Community Outreach and Administration (20% of Time)

- Respond to and participate in community outreach opportunities that may not land in one of the above main categories.
- Collaborate with members of the Programming Team on any pertinent activities that have an outreach component to them.
- Develop a system to track outreach activities and impact.
- Maintain accurate organization as well as key contacts, records and data.

8. Reviews

- There will be a formal review with the Executive Director in January.
- These reviews may include evaluations from a few key staff or volunteers who have a vested interest in the areas outlined in this job description, as well as a thorough self-evaluation. The Executive Director will process this formal review with the staff person.
- Following the formal review, this job description will be reviewed and revised if necessary. Goals for the upcoming year will also be established during this review process.

9. Qualifications

- Proven track record in public speaking, networking, empowering others and multi-tasking.
- Strong interpersonal, communication, presentation and organizational skills.
- Demonstrated ability to lead both individuals and teams of people.

- Experience working with Cincinnati area African-American and/or Latino communities strongly preferred. Fluency in Spanish would be helpful, but is not required.
- Computer competency in Microsoft Office Suite products and experience with databases.
- Must have a valid driver's license, reliable automobile and appropriate insurance coverage.
- Four-year degree preferred.
- Flexibility to work 30-35 hours per week, including occasional evenings and weekends.