

## **COMMUNITY OUTREACH DIRECTOR**

The Community Outreach Director is the primary point of contact and organizer of volunteers for the OHCC SERT Club - Neighbor Helping Neighbor Committee and Social Committee.

The Community Outreach Director strengthens the relationship between the organization and the community. Job duties often include communicating information to the community, organizing outreach campaigns, coordinating events, and budgeting for planned social events.

The Community Outreach Director needs to be self-motivated, enthusiastic, and community-driven to take on this exciting role. This position requires someone equipped with a positive attitude and readiness to be a team player.

### **Duties and Responsibilities:**

- maintain a calendar of outreach activities, including community events, workshops, appearances, and other communication opportunities.
- prepare an annual budget for community outreach activities with the SERT Club Board.
- nurture new and old relationships with Neighbor Helping Neighbor.
- schedule regular outreach exhibitions in the community and educate each village on community responsibility. This plan is best implemented at the grassroots and without the support of people from each street, it may not work.
- assist in the organization of special events, including donor/volunteer appreciation events and other fundraising initiatives.