



## **National Runaway Safeline Outreach and Prevention Coordinator Position Description**

The National Runaway Safeline (NRS) is a 501(c)(3) organization committed to ensuring that America's runaway, homeless and at-risk youth are safe and off the streets. NRS also serves as the federally designated national communications system responsible for providing 24-hour, 365 days a year crisis intervention and support services via a hotline, text, chat, emails, and an online forum. The organization is based in Chicago and serves at-risk youth and their families from across the country.

### **Overview:**

The Outreach and Prevention Coordinator is a critical member of NRS' Marketing and Communications team. They have significant responsibility for building awareness and disseminating information about NRS services, prevention strategies and issues affecting youth.

The Outreach and Prevention Coordinator has an essential role with facilitating meetings, conducting presentations, developing strategic partnerships, engaging participation in prevention initiatives and organizing national awareness events. They will report to the Director of Marketing and Communications and will work collaboratively with all levels of staff and the public at large. The Outreach and Prevention Coordinator will serve as an ambassador for NRS, promoting NRS and its services and building outreach and engagement opportunities.

This role is a full-time position based in Chicago and requires approximately 25% travel for conferences and trainings.

### **Responsibilities:**

- Develop and implement an outreach plan to promote NRS' services and prevention efforts. This includes schools, school systems, social service agencies and other community-based organizations and potential partners.
- Manage and update the Runaway Prevention Curriculum (RPC) as need including fulfillment and outreach process including collecting user information and providing follow-up communication to offer technical assistance. This includes maintaining contact with curriculum facilitators to collect feedback and other related curriculum documentation.
- Overseeing and managing collaborations with federal, national, regional and local partners for NRS' annual national public awareness and engagement campaign,

National Runaway Prevention Month.

- Track program related data and develop reports, including those required for contracts and grants.
- Create and update prevention and outreach materials including curriculum modules, trainings, workshops presentations, blog articles, social media content, white papers and data collection tools.
- Travel to conduct presentations for local, regional, and national conferences.
- Develop and monitor the Kids Call program, and assist with training for staff, interns, work study students and volunteers involved with the program.

**Qualifications:**

- 3-5 years' experience in program development, outreach and prevention and/or community organizing.
- Bachelor's degree in public health, social services, education, communications or a related field.
- Experience with curriculum development, research, and evaluation or other related work preferred.
- Excellent written and verbal communication skills.
- Comfortable speaking in front of an audience of people whether for a conference presentation, workshop or webinar.
- Must be able to independently prioritize and manage projects from start to finish.
- Be a self-starter and detail-oriented with excellent problem-solving skills.
- Proven organizational skills, ability to multi-task and meet deadlines.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Publisher, PowerPoint, Publisher), Adobe.
- An understanding of and commitment to the operating goals of the National Runaway Safeline is essential.
- Must occasionally lift and move up to 25 pounds. Ability to maintain a flexible work schedule that includes some evenings and weekends and ability to travel.

NRS is an equal opportunity employer and will not discriminate against any employee or applicant based on race, color, creed, religion, gender, sexual orientation, national origin, age, or disability.

**Please submit a cover letter, resume and writing sample (maximum of two pages) to [HumanResources@1800runaway.org](mailto:HumanResources@1800runaway.org). No phone calls, please.**