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# Example of Outreach Manager Job Description

Our growing company is looking for an outreach manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for outreach manager

* Develops and maintains organization of most current (and approved) player relations-related materials for recruitment, retention and engagement use
* Develops key messages for recruitment and retention-related web copy, social media, e-mail, and advertising
* Assists in the creation of presentations, infographics, and communication tools as needed for the purposes of recruitment, retention and engagement
* Identifies additional opportunities for research communication out to the study community
* Manages development, coordination and updates of Player Relations Standard Operating Procedure documents for the research team
* May interact with and represent the project to faculty and staff at Harvard and external stakeholders after appropriate training per current standard operating procedures
* Attends team meetings regularly to stay informed of other program activities
* Contributes to the Program’s goals by accomplishing related duties as required
* Assisting in intelligence management
* Reviewing and helping to assess, for Government review, the effectiveness of communication initiatives to varied audiences and performing quality assurance reviews on written products to ensure conformance with internal policies and procedures organizational guidance and direction

## Qualifications for outreach manager

* Provides community behavioral health education, family violence education and prevention training (annually, to new personnel and leadership personnel), resource finding and service linking, and prevention program interventions to promote protective factors and to address maltreatment risk factors
* Inputs all training data into the FAP database
* Manages the Prevention/Outreach Program with goals to deter predictable problems, decrease maladaptive behaviors, maintain, enhance & protect existing states of wellness, and promote quality of life objectives
* Develops and facilitates processes for prevention planning, program implementation, public awareness activities, and intervention and service delivery
* Where both a FAOM and FAIS are assigned, the FAOM will function as the Team Leader and Community Liaison, and will be the primary representative to the Integrated Delivery System (IDS)
* Manages the Prevention/Outreach Program, Implementing the Mission Readiness Model six core requirements through program domains and activities to promote and foster capacity, resilience, and sustainability for family wellness and mission readiness