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# Example of Outreach Manager Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of 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

* The FAOM will coordinate and facilitate the development and updates of the Family Advocacy Program Action Plan (FAPAP)
* Implement primary and secondary prevention programs IAW the Readiness Model and as guided by the standards.The FAOM is responsible for ensuring that primary and secondary prevention are widely marketed for public awareness and ensure a FAP calendar of events is disseminated
* Ensure Outreach Program primary and secondary prevention program activities are identified in the FAPAP, and that program measurements are utilized IAW AF FAP guidance and are attached for performance indicators and program results
* Leads the Outreach Prevention Management Council (OPMC).The FAOM will coordinate the agenda for the quarterly meeting as directed by the FAO
* The FAOM is the FAP representative to the IDS
* Attend the Family Advocacy Council (FAC) and ensure the FAC is updated on prevention programs, services, metrics, and public awareness initiatives IAW the standards
* Implement FAP community organization strategies and participate in IDS, member agency, and stakeholder prevention collaboration activities
* Attends the NPSP case staffing and the CCS as a subject matter expert providing resource finding and service linking
* Offers perspectives on service planning and on observations and recommendations to support a coordinated community response and to minimize gaps in services
* Where volunteers are utilized with the Outreach Program the FAOM will coordinate and facilitate training for FAP outreach volunteers

## Qualifications for outreach manager

* Assume responsibility for the oversight of the administrative duties and Outreach Program activities supporting FAOM tasks
* Ensure current resource information is available and accessible to FAP customers and staff
* In collaboration with NPSP and treatment intervention staff, will identify family violence trends and observations and will use available data to focus and develop outreach programming, primary prevention strategies and secondary support services
* Maintain documentation of quarterly Outreach Program prevention services
* Will be aware of all FAP prevention activities
* Consult with the FAO and JAG, as appropriate, on community and coalition partnerships, board participation or memberships