

# 2024-2025 AmeriCorps Member Position Description



**Partner Organization Name:** Saul's Light Foundation

**Corps Member Position Title:** Community Outreach Coordinator

**Supervisor:** Sophia Rosenblatt

**Days/Hours of Service:** M-F, 9-5

**Physical Location:** 2611 Eagle St, New Orleans, LA 70118 and virtually

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## **Organization Mission and/or Goals:**

The mission of Saul's Light is to support the unique needs of Louisiana families in the neonatal intensive care units (NICU) and those who have experienced stillbirth or infant loss. Our work is grounded in the reproductive and birth justice movements, centering the experiences of BIPOC families in Louisiana.

## **Member Position Summary:**

Saul's Light Foundation is looking for a Community Outreach Coordinator to undertake a variety of administrative and program management tasks. The coordinator will help in planning and organizing programs and activities and will carry out important operational duties. The Community Outreach Coordinator will also be responsible for creating social media content and running Saul's Light's platforms, as well as volunteer recruitment and coordination. Work is assigned and supervised by the Executive Director and by the Director of Programs and Partnerships of Saul's Light Foundation. Assignments are expected to be carried out both in person and remotely. Given the nature of non-profit work, the candidate must have a passion for public sector service and community engagement. An ideal candidate will want to gain experience in administration, community and economic development, and research of health disparities related to maternal, child, and mental health.

## **Essential Functions of Position:**

- Support planning and coordination of programs and related activities; support growth and program development
- Manage communication with families and assess needs; perform research about available community resources
- Manage communications through media relations, social media etc.
- Schedule and organize meetings/events and maintain agenda;
- prepare paperwork and order materials

- Ensure technology is used correctly for all operations (video conferencing, presentations etc.)  
Develop and execute impactful volunteer programs that give back to the community while informing them of the mission of the organization.
- Tabling community outreach events (i.e. baby showers, farmer's markets, etc.)
- Leading community outreach during awareness month campaigns for NICU Awareness, Pregnancy & Infant Loss Awareness, & Prematurity Awareness Months
- Create social media content on Canva for Instagram posts, Instagram stories and Facebook  
Posting daily stories on Instagram and at least weekly posts on Instagram and Facebook; engage with individual comments on posts/responses to stories
- Taking note of new followers who could be potential partners; contact people to do IG takeovers and IG Lives

**Corps Members can expect the following knowledge, skills and/or trainings from the organization:**

- Public Speaking/advocacy
- Interpersonal Communications
- Relationship/coalition-building
- Strategic decision making
- Problem-Solving
- Nonprofit management
- Social media/marketing

**Requirements & Qualifications:**

- Clear and consistent communication
- Must have an interest and passion for maternal and reproductive health in Louisiana
- Spanish language skills a plus
- Must have a driver's license and reliable transportation
- Proficient in Google Suite
- Ability to work with diversity and multi-disciplinary teams
- Excellent time-management and organizational skills; detail-oriented and efficient
- Outstanding verbal and written communication skills