**Outreach Coordinator**

**Who Are We?**

The Upstate Fatherhood Coalition is one of six regional fatherhood organizations across South Carolina that provides support and guidance for fathers and their families. We support fathers in the areas of health, economic mobility, and relationships. We have a 20-year impact within the region and a proven record of positively strengthening relationships between fathers and their children. We strive to connect men with the resources and information that they need to be the best dads that they can be.

The Outreach Coordinator will be the critical link to helping recruit and retain participants in the program and will assist in the coordination and delivery of services to participants.

Direct responsibilities may include providing assistance with daily logistic activities such as coordinating schedules, transportation, appointment assistance, follow-up and follow thru. This position is highly involved in the coordination of services for the clients and involves communication with all team members.

**Aptitude and Temperament:**

* Must be a team player and self-motivated.
* Must be astute and able to recognize problems, concerns, desires or challenges of a participant that may need to be communicated to the appropriate fatherhood staff person.
* Ability to protect the confidentiality of participant information.
* Ability and willingness to work with a wide range of people including those in crisis situations.
* Sensitivity to issues concerning diverse cultures.
* Ability to take initiative and work with moderate direct supervision.
* Must be punctual and reliable.

**Minimum Educational & Skills Requirements:**

* High School diploma or GED and Associates Degree, preferred.
* Personal experience with an understanding of diverse cultures.
* Must have a valid Driver’s license and acceptable driving record.
* Must agree to pre-employment drug screen and criminal background check.
* The Outreach Coordinator must possess a valid driver’s license and be available to work evenings and weekends.

This is a full-time grant-funded position.