



Job Description

Job Title: Outreach Coordinator
Reports To: Executive Director
Position Status: Full-Time (40 hours/week)
Location: Cedar Rapids, IA (Hybrid)

About Thrive Together Today

Thrive Together Today is a culturally specific nonprofit organization dedicated to serving Deaf, Hard of Hearing, and individuals with hearing loss who are victims or survivors of domestic violence, sexual assault, and violent crimes in Iowa. Based in Cedar Rapids, Thrive provides services across all 99 counties in the state.

Job Summary

The Outreach Coordinator plays a key role in volunteer recruitment, community awareness, and agency event support. This position is essential for maintaining strong relationships with volunteers, donors, and the broader community, while enhancing the visibility and impact of Thrive's mission.

Key Responsibilities

Volunteer Coordination

- Develop and implement strategies for volunteer recruitment, engagement, and retention.
- Conduct volunteer intake processes, including interviews, orientations, and training, ensuring alignment with organizational needs.
- Recognize volunteer contributions through formal recognition programs and informal activities.
- Build and sustain partnerships with social, civic, and educational organizations to support volunteer initiatives.

Community Outreach and Communication



Listen. Support. Empower.



Job Description

- Manage and create engaging content for social media, newsletters, and website updates.
- Coordinate donor outreach efforts, including direct mail appeals, relationship management, and preparation of the annual report.
- Assist with planning and executing agency events.
- Deliver presentations to community groups and assist with training and educational programs.

Administrative Functions

- Prepare and maintain required reports for grants and internal documentation.
- Attend staff meetings and ensure timely communication with the Executive Director.
- Complete additional assignments as requested by the Executive Director.

Qualifications

- Bachelor's degree in a related field.
- Experience working in advocacy and with Deaf/Hard of Hearing communities.
- Proficiency in American Sign Language (ASL) and strong written English communication skills.
- Familiarity with tools such as Wix, Canva, iMovie, Mailchimp, and various social media platforms.
- Demonstrated leadership, organizational, and interpersonal skills.
- Ability to handle sensitive situations with professionalism and maintain confidentiality.
- Flexibility to work evenings, weekends, and travel as needed (mileage reimbursement provided).

Work Environment and Physical Requirements

- This is a self-directed role that requires work in both office and community settings.
- Regular use of computers and standard office equipment is required.
- Physical requirements include occasional lifting of up to 30 pounds, with assistance available as needed.



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Salary and Benefits

- **Salary:** \$45,000 to \$50,000 annually, based on experience.
- **Benefits Include:**
 - Health, dental, and vision insurance.
 - Generous paid vacation.
 - Mental health leave.
 - Sick leave.
 - Paid holidays.

Equal Opportunity Employment

Thrive Together Today is committed to fostering an inclusive and equitable workplace. We provide equal opportunities to all employees and applicants regardless of race, color, religion, sex, disability, or other protected characteristics.

Funding

This position is partially funded by the Office on Violence Against Women (OVW) and the Iowa Attorney General's Victim Assistance Section.

Applying for the job

Applicants are required to send a professional resume and cover letter to:
jupah@thrivetogethertoday.org



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