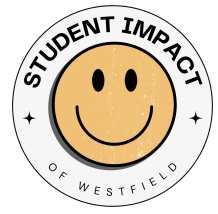


March 2025



OUTREACH COORDINATOR

Location: Westfield, IN

Employment Type: Full Time

Supervisor: Executive Director

Application Deadline: April 17th, 2025

Salary: Negotiable, depending on experience

Student Impact of Westfield is a faith based non-profit 501(c)3, located in Westfield, IN. We exist to provide a safe, consistent space for 5th-12th grade students to build meaningful friendships, connect with mentors, and learn skills that will inspire them today and tomorrow.

Job Summary:

The Outreach Coordinator plays a vital role in supporting the Executive Director in maintaining a safe, welcoming, and consistent environment for students. This position involves overseeing volunteer management, coordinating internship programs, providing operational support, and organizing community-facing events. Additionally, the Outreach Coordinator is responsible for driving community outreach efforts to strengthen partnerships and enhance the organization's impact.

Responsibilities:

- Full time with occasional evening and weekends for specific events or projects
- Manage the program schedule and calendar, including facility rentals, program events, volunteer groups, internships, maintenance, service providers, and community partners
- Oversee volunteer management and maintain strong relationships
- Support collaborative initiatives with local churches, nonprofits, businesses, and ministry partners
- Work closely with the Student Life Manager and Advocate Team to support programs and initiatives
- Partner with the Executive Director and Student Life Manager to identify and source donations needed for ministry support

Benefits:

- We adhere to the Westfield Washington School calendar, with office closures coinciding with school breaks
- Paid Time Off (PTO)

This position offers an exciting opportunity to make a meaningful impact in the lives of local students and the broader community.

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