

## Director of Outreach Job Announcement

Health & Hope Medical Outreach is a Christian free medical clinic in Centralia, Washington meeting the medical needs of middle-to-low income area residents who are uninsured or underinsured. The clinic has operated one night weekly since 2013, has more than 100 volunteers and has provided nearly 3,000 doctor visits.

### POSITION PURPOSE:

Health & Hope Medical Outreach seeks a Director of Outreach to join the team. The Director of Outreach will be responsible for community relations, volunteer recruitment and development. He or she will be responsible for working with and through others for the activities described below and will promote and adhere to the clinic mission of “providing holistic, quality healthcare and guidance in the name of Jesus Christ”. As part of his or her responsibility of setting a Christian culture for the clinic, the Director of Outreach will be asked to sign a Statement of Faith.

### TERMS OF EMPLOYMENT:

- 20 hours a week at \$21 per hour with potential for increased hours and responsibilities
- Work location and schedule requires flexibility to adapt to the needs of the clinic operations and other community related tasks
- Reports to the Executive Director, but must be a self-starter

### SUMMARY OF DUTIES AND RESPONSIBILITIES:

- Public relations
- Donor development
- Information management
- Community liaison
- Volunteer recruitment
- Financial management
- Strategic planning

### IDEAL QUALIFICATIONS AND EXPERIENCE:

- Mission-focused concern for those with needs
- Knowledge of non-profit best practices
- Strong written and verbal communications
- Computer competence, publication and list management experience
- Basic knowledge of principles of accounting, money management and budget
- Demonstrated ability to work with others and to develop and motivate teams
- Previous experience in non-profit administration, health care, human services and/or public relations highly recommended.

### APPLICATION PROCESS:

Provide a resume, coverletter and two references to:

Mickey Lofgren, Executive Director  
Health & Hope Medical Outreach  
PO Box 986  
Centralia, WA 98531

contact@hhmo.org  
<http://www.hhmo.org>

Or bring materials to the clinic on a Tuesday evening at 1911 Cooks Hill Road Centralia, WA  
Open until filled; estimated start date January 2018