

COMMONWEAL

Job Description – Humane Prison Hospice Project Outreach & Event Manager

General Information

Title:	Outreach & Event Manager
Organization:	Commonweal – A health and environment research nonprofit; Humane Prison Hospice Project – A Commonweal program
Main Job Location:	Remote
Compensation:	\$30,000 plus benefits
FTE:	50% FTE, will likely include occasional evenings or weekends
Status:	Non-Exempt
Supervisor:	Lisa Deal, Executive Director
Start Date:	July, 1, 2022

Overall Role:

The Outreach & Event Manager oversees and coordinates all of the outreach efforts for the organization. This leadership position offers creativity and flexibility in determining when events/conferences/film screenings & panel discussions take place that address Humane's goal of educating community, correctional, healthcare, end of life, palliative care, policy makers, and families of incarcerated people.

Tasks for Key Areas of Responsibility:

Community Outreach:

- Identifies outreach audiences including key decision-makers from prisons, hospice/palliative care programs, death doulas, community groups, healthcare systems, and academic institutions.
- Develops an outreach plan to educate audiences about the need for end-of-life care in prisons.
- Creates systems to connect with key audiences, prioritizing California prisons, and hospice programs close to them, as well as state & federal decision-makers and potential funders.
- Manages, coordinates and oversees outreach events for each audience; engages volunteer support.
- Manages and maintains a database for live and virtual events, conferences, contacts (MailChimp), speaking engagements of team members, and responses/follow-up actions.
- Responds in a timely manner to requests for presentation, and has the ability to discern which best fit our organizational goals, and needs.
- Organizes travel arrangements for colleagues who will present at conferences.
- Works closely with our colleague who has been presenting films at prisons for years. He will support the work of finding appropriate correctional conferences where Humane will present.
- Writes and sends monthly email blast-outs to subscribers about upcoming events and activities.
- Demonstrates competency with the tools used daily: Google - calendaring, Gmail, Google drive, Google sheets, Google documents; Zoom- ability to schedule and manage Zoom meetings with screen sharing, large audiences, tracking chat, and share Zoom recordings; MailChimp; and other software we may use

Organizational Collaboration & Support:

- Contribute to the strategic development and planning for the organization
- Support partnership development
- Engage in public speaking as opportunities arise
- Administrative duties as needed (mailings, photocopies, filing, online correspondence, etc.)
- Track and coordinate production of print materials as needed
- Prepare materials and packets for gatherings as needed
- Assist on-site with fundraising events, meetings and gatherings as needed
- Assist with special projects as needed
- Maintain communications with the team and outreach audiences

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Physical Demands

All physical requirements for general office work apply to this position.

Work Environment

You will be able to work from home or anywhere that is easy and comfortable to use the computer. At some point in the future, travel and in person programs in prisons/hospices will be possible.

Benefits (depends on regularly scheduled number of hours per week)

Available to staff not classified as Temporary or Limited Term:

- ❖ Holidays, Sick Leave, Vacation, & Self-Funded 403(b) Plan

Available to staff not classified as Temporary or Limited Term at 50% FTE (average 20 hours/week):

- ❖ Employer-Funded 403(b) Retirement Plan

Available to staff not classified as Temporary or Limited Term at 75% FTE (average 30 hours/week):

- ❖ Health, Dental, Vision, Life, & Long-Term Disability Insurance