



Community Outreach Manager

Organizational Summary

The Rocky Mountain Multiple Sclerosis Center is a patient- and family-centered nonprofit organization that provides a comprehensive and integrated wellness approach to MS and related diseases, life-changing support services, top-notch education programming, and cutting-edge research.

Community Outreach Manager Position Description

The Rocky Mountain Multiple Sclerosis Center (RMMSC) is seeking an energetic individual to lead outreach efforts for our MS Rural Engagement Program. The Community Outreach Manager is responsible for connecting the RMMSC with targeted rural communities in Colorado and surrounding states to increase access to specialized MS care, services, and programs. Their duties will include conducting research about rural communities, developing strategic and collaborative relationships, creating community awareness of the MS-specific services available through the RMMSC, coordinating logistics for educational programming, connecting individuals and families with direct support services, gathering information and conducting program reporting, and coordinating all aspects of our MS Rural Engagement Program.

This is a limited service position. The funding for this position is provided by a limited term grant to support our MS Rural Engagement Program and is dependent on that funding being maintained. Full-time employment is anticipated through October 31, 2024.

Status: Full-Time, Exempt

Reports to: Senior Director of Programs

Compensation and Benefits: The salary range for this position is \$52,000 - \$55,000
Benefits include: Paid Time Off and holidays; partially paid health, dental, and vision insurance; a matching Simple IRA; flexible spending account plan; and remote work opportunities.

Duties and Responsibilities:

- Lead the planning, analysis, execution and evaluation of rural engagement program efforts
- Build and develop collaborative relationships within the community, including patients, physicians, community service organizations, other service providers.
- Nurture new and existing relationships with collaborative partners, including non-profits and support groups present in the communities already

- Develop effective coordination processes among community partners for local efforts to increase access to various MS services and assists with community activities that support the goals of the organization
- Create and implement a community and business outreach plan
- Organize and participate in community outreach activities both virtually and in-person to educate the broader community about the RMMSC, our activities, and projects
- Collect and analyze data on local demographics, compile summary reports, and present to team
- Develop and coordinate strategies that assist in identifying specific target groups and target locations within the service area
- Organize and cultivate peer-to-peer support networks in each rural community
- Work with physical therapist and counselor to coordinate direct services for patients and families in communities.
- Link community residents to care and other direct support services provided through the RMMSC
- Assist with the creation of branded social media and printed media for RMMSC related initiatives and outreach materials
- Conduct outreach to targeted patients via telephone, mail, or email
- Maintain patient confidentiality and comply with all HIPAA guidelines
- Organize a variety of workshops and presentations
- Develop and maintain various databases; maintain a variety of inter-related records and files
- Prepare required monthly and quarterly reports, communications, and other documentation
- Develop and maintain a network of faculty and staff interested in becoming involved in outreach and a system for matching their interests, skills, and availability with demand for outreach services
- Build relationships and conduct programmatic activities both virtually and in-person. Semi-regular travel to 5 rural communities throughout Colorado is required.
- Assist with special projects as needed

Qualifications, Skills, and Strengths:

- Bachelor's degree in human services, communications, or related field OR equivalent work experience.
- Excellent communication, interpersonal, presentation, and leadership skills
- Experience organizing and conducting outreach activities
- Good reporting, technical, and statistical skills
- Self-motivated, enthusiastic, and community-driven
- Detail-oriented and able to work with highly confidential information independently
- Excellent problem solving, innovative, critical thinking skills
- Available to attend evening and weekend community events and meetings in rural areas
- Experience managing multiple projects and priorities
- Outgoing and engaging personality with confidence to interact face to face with individuals and community partners

- Ability to prepare and present oral and written reports on education and outreach activities, to track and assess progress, and address program challenges as they occur
- Knowledge of practices and perspectives of patients of various ethnic, racial, and cultural backgrounds to relate effectively with people from varied cultural and socio-economic backgrounds
- Ability to analyze situations accurately and adopt an effective course of action
- This position requires traveling and driving to the communities. Must own and be able to drive a car and have appropriate auto insurance coverage, and a valid Driver's License
- Must be willing to use personal equipment such as cell phone and laptop/tablet when working remotely or from a home office

To apply, please email Kerri Cechovic at kerri@mscenter.org with the subject line "Community Outreach Manager Position." Please submit cover letter, resume, and list of references.

Posting will remain open until October 1st.