



JOB DESCRIPTION

POSITION:	Outreach & Recruitment Coordinator To the Filipino Community
STARTING SALARY:	D.O.E. and fringe benefits
STATUS:	Full-time, Exempt Employee
PAY PERIOD:	Monthly
REPORT TO:	Recruitment Supervisor

POSITION REQUIREMENTS

- Knowledge of, and connection to, the Filipino community.
- Bilingual proficiency in English and Tagalog.
- B.A. or B.S. Degree (health, social service, or related field preferred.)
- One (1) year community outreach and/or health education experience preferred.
- Proficiency with Microsoft Office, database and graphics programs
- Valid California Drivers License, automobile and current automobile liability insurance.
- Weekend and evening work, and local travel required; occasional out of state travel may be necessary.

DUTIES AND RESPONSIBILITIES

Summary

The *A3M - Asians for Miracle Marrow Matches* Outreach & Recruitment Coordinator is a full-time, exempt position that contributes to A3M's mission of helping those in need of a bone marrow transplant. This is accomplished by coordinating and utilizing the resources provided by the Be The Match Registry (operated by the National Marrow Donor Program) network, A3M, volunteers, and community based supporters into an integrated task force that provides marrow donor management services targeting the Filipino community in a culturally and linguistically effective manner. The responsibilities include donor recruitment and retention, community education/outreach, volunteer coordination, patient support, and administrative work, sometimes in conjunction with task force coordinators representing other communities. Other duties related to the responsibilities listed below may be assigned as needed by the Director and/or Recruitment Supervisor.

Recruitment and Donor Retention

- Organize and implement a donor recruitment strategy in conjunction with A3M staff members that incorporates the cultural and linguistic needs of the community.
- Manage the donor recruitment activities for a targeted community, which includes, but is not limited to the following:
 1. Drive Scheduling
 - a. Contact and work with drive hosts, organizations, and individuals from the community on drive scheduling and logistics.
 - b. Coordinate resources from the Be The Match Registry network and A3M staff members on administrative logistics.
 2. Drive Coordination
 - a. Recruit donors and manage the donor drive site, which includes volunteers, procedure compliance, and materials.
 - b. Monitor and conduct educational/outreach activity at the drive site.
 - c. Complete all reporting and administrative post-drive tasks for each drive.

- Adhere to Be The Match Registry and A3M policies and procedures on donor recruitment.
- Complete donor retention activities such as callbacks and donor update projects according to Be The Match Registry network guidelines.
- Responsible for meeting the monthly, quarterly, and annual donor recruitment goals.
- Completion of administrative tasks related to recruitment, which includes, but is not limited to reports and submission of Be The Match Registry and A3M administrative materials.

Education/Outreach

- Promote the understanding and support from the community of Be The Match/A3M donor education and recruitment activities that addresses the cultural and linguistic needs of the community.
 1. Develop and enhance supporting relationships from key community based organizations and individuals.
 2. Cultivate contacts with patients and donors.
 3. Assist with the strategy and implementation of outreach/education campaigns to the community
 4. Organize and conduct presentations and education sessions with groups and/or organizations.
 5. Produce outreach and education materials in English and targeted language(s).
- Sustain the visibility of the organization in the community.
 1. Organize and conduct press conferences as needed.
 2. Build relationships with media sources to promote and educate the community on A3M activities.
 3. Participate and appear in media exposure projects with TV, radio, print, and electronic media sources (e.g. TV programs, radio interviews, write articles, and etc.)
 4. Write articles for the A3M newsletters.

Volunteer Program

- Assist with the recruitment of volunteers for A3M activities.
- Assist with the organization, and participate in, events for volunteers.
- Develop and manage a volunteer program and volunteers to support the work of the organization, including recruitment activities, and translation and interpretation services.
 1. Recruit potential volunteers from the targeted community.
 2. Conduct orientations and trainings for volunteers.
 3. Maintain contact, and organize meetings and functions for volunteers.
 4. Provide direction to volunteers at A3M donor drives and other activities.

Patient/Donor Support

- Maintain contact, and provide liaison services, with patients and donors working with A3M.
- Provide patient support services for patients and their families, in conjunction with the CAPSS program on patient related issues.

Administrative

- Assist with the organization and participate as needed at A3M and Little Tokyo Service Center (LTSC, parent organization of A3M) special events and related functions.
- Assist with the resource development projects of A3M.
- Adhere to the administrative and structural policies of the organization.