



Title of Position: Community Outreach Coordinator
Status: Full-time, exempt (40 hours)
Location: Morrisville, NC
Salary: \$48,000-\$51,000 (commensurate with experience)
Benefits: 401K Program with match; health insurance stipend

About Us

The Bleeding Disorders Foundation of North Carolina (BDFNC) is dedicated to improving the quality of life for those affected by bleeding disorders through advocacy, education, research promotion, and supportive services. We are seeking an enthusiastic and passionate Community Outreach Coordinator to lead innovative educational programming and outreach initiatives in support of our community.

Position Overview

The Community Outreach Coordinator will be responsible for engaging the bleeding disorders community through outreach efforts, educational programs, event coordination, and communication initiatives. This role requires a dynamic individual who can effectively manage relationships, coordinate events, and develop engaging content across various platforms. This person will report directly to the Executive Director.

Key Responsibilities

Outreach & Community Engagement

- Conduct outreach to community members through email campaigns (using CRM email systems), phone calls, texts, and social media.
- Maintain relationships with Hemophilia Treatment Centers (HTCs) to ensure awareness of BDFNC's programs and events, as well as opportunities to partner.
- Coordinate and execute mailings, including newsletters, welcome packets, and event invitations.
- Serve as the primary contact for new BDFNC members, including newly diagnosed individuals and those new to the area.

Communications & Marketing

- Coordinate BDFNC's newsletter by writing and soliciting articles, managing content, overseeing design/layout, and ensuring timely distribution.
- Manage and create content for BDFNC's social media channels.
- Oversee website updates, including event registrations, content management, and webpage development.
- Design promotional materials such as flyers, event signage, and other outreach materials.
- Market BDFNC programs and resources to both internal and external stakeholders.

Event Planning & Execution

- Assist in scheduling, selecting topics, and coordinating speakers for community programs and educational webinars.
- Plan and execute community events, including dinners, conferences, retreats, and special programs.
- Handle event logistics, including attendee recruitment, registration, on-site check-in, and post-event follow-up.

BLEEDING DISORDERS FOUNDATION OF NORTH CAROLINA



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- Assist in event communications, including pre/post-event emails, evaluations, and promotional materials.
- Support fundraising events such as the Family Festival & Walk by coordinating volunteers and event logistics.

Volunteer Coordination

- Recruit and manage volunteers for office tasks and larger community events.
- Provide direction and support to volunteers to ensure a meaningful experience.

Program Assessment & Reporting

- Conduct community assessments to identify outreach opportunities and provide insights to the BDFNC team.
- Enter event data into the organization's database, document suggestions for future programs, and complete wrap-up reports.

Qualifications

- Education: High school diploma required; some college or bachelor's degree preferred.
- Experience: 5+ years of general office, outreach, or event coordination experience required.
- Bilingual: English/Spanish speaking is preferred.
- Excellent public speaking and communication skills.
- Strong leadership, organizational, and project management skills.
- Ability to work independently while collaborating effectively with a team.
- Cultural awareness and competency in engaging diverse community members.
- Proficiency in CRM systems, email marketing, website management, and social media platforms.
- Successful candidate will be subject to criminal background check.

Additional Requirements

- Ability to lift and transport materials (30 lbs or more).
- Occasional travel required.
- Availability to work evenings and weekends for events as needed.
- Valid driver's license.

How to Apply

Interested candidates should submit a resume and cover letter to jobs@bleedingdisordersnc.org. This position will remain open until filled. Applications will be reviewed on a rolling basis.

Join us in making a difference in the bleeding disorders community through advocacy, education, and outreach!

BDFNC does not discriminate against employees or applicants on any legally recognized basis including, but not limited to: race, color, religion, sex (including pregnancy, childbirth, and related medical conditions), national origin, age, disability, sexual orientation, veteran status, citizenship status, uniform service member status, genetic information, marital status, or any other protected class under federal, state, or local law. In order to provide equal employment to all individuals, employment decisions are based on merit, qualifications, and abilities.