Catholic Order of Foresters
Position Description

Job Title: Fraternal Outreach Manager
Department: Marketing
Reports to: Assistant Vice President- Fraternal
FLSA Status: Exempt

Summary: Catholic Order of Foresters is seeking a highly dependable, motivated and energetic individual to manage our Fraternal Outreach team. The Fraternal Outreach Manager will help develop and promote Fraternal Outreach programs and communication to engage current and prospective COF members. This individual must have excellent oral and written communication skills while using creativity and innovation to produce materials that promote awareness of the need for outreach and inspire participation.

Essential Duties and Responsibilities, include, but aren’t limited to:

Outreach

- Managing outreach programs, including *Serving God’s Children* and *Feeding God’s Children*
- Tracking and reporting annual Fraternal Outreach participation
- Meeting with members, courts, agents
- Attending outreach events and other member-related functions (Moderate travel required)
- Hosting Fraternal Outreach workshops and planning meetings
- Ability to build, motivate, teach and lead a diverse team of volunteers and staff
- Creating and managing Home Office service opportunities
- Managing officer training programs and reports
- Identify, develop and evaluate outreach strategy and form goals

Communication

- Schedule and develop web and social media content
- Direct and write content for quarterly leadership newsletter
- Support *Catholic Forester* magazine with feature articles, story ideas, proofreading
- Creating member promotional materials
- Must have strong verbal and written communication skills (Spanish is preferred)
- Photo and videography skills preferred
- Manage monthly webinars on member engagement and leadership topics for volunteers
- Write and develop promotion strategies for member events and company initiatives
- Manage company intern program to include outreach, communication and marketing support
**Job Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** Bachelor’s Degree required, preferably in Journalism, Public Relations, or English. The ideal candidate will have four years of experience working in communications, marketing, promotions, public relations, and have knowledge of the insurance industry. Background in volunteering, service or outreach is required.

**Language Skills:** Ability to read, analyze, and interprets general business periodicals, professional journals, or technical procedures. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, and customers.

**Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to deal with problems involving a few abstract and concrete variables.

**Other Skills and Abilities:**
- Excellent verbal & written communication skills.
- Excellent interpersonal skills.
- Ability to work independently and in a team.
- Excellent organizational and time management skills.
- Knowledge of Microsoft Office a must.
- Must be comfortable and able to work in a fast paced environment, handle multiple projects, and meet deadlines.
- Be able to maintain a high level of quality of work and attention to detail.
- Demonstrate a reliable, responsive and positive work ethic with the highest degree of integrity.
- Bi-lingual in Spanish is preferred.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit, stand, and walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Ability to work well with others in a fast paced stressful environment and be able to maintain a high level of quality of work. Must be able to work flexible hours, including weekends.