

LOVE

WITHOUT BOUNDARIES

Job Description

Position Title: Outreach Liaison

Salary and Benefits: \$24,000 per year, optional retirement savings plan

Position Description: The Liaison Officer - Outreach is an at-will, overtime exempt employee who plays an important role in the management of the day-to-day affairs of Love Without Boundaries Foundation (LWB). He or she will assist the Executive Director in the oversight and implementation of the organization's programs, policies, mission and vision, as well as promoting the interests of LWB at all times.

Position Responsibilities include, but are not limited to:

- Manage social media during normal business hours, including Facebook, Twitter, Linked In and Causes;
- Process and provide thank you correspondence and phone calls for individual, family and trust-generated donations;
- Respond to general foundation inquiries;
- Create and present outreach materials to interested individuals and groups;
- Oversee management of adoption advocacy website and videos;
- Manage volunteer recognition program;
- Manage Team LWB marathon program;
- Clearly, concisely and regularly report to the Executive Director with status updates on all assigned tasks and projects;
- Act on behalf of the Executive Director in her absence and as directed; and,
- All other duties, as assigned, including representing Love Without Boundaries at events, conferences and meetings.

Position Qualifications:

- Bachelor of Science in Business Administration, Public Administration or a related field;
- A minimum of 5 years of progressively responsible work experience in a nonprofit or public sector organization;
- Solid professional background in nonprofit development and/or marketing and outreach;
- Outstanding oral and written communication skills;
- Demonstrated ability to effectively manage both programs and staff members;
- Highly effective in the performance of duties, with real strength in organizational skills and resourcefulness;
- Superior skills as a team member, with the ability to both take direction from supervisors and provide guidance, support and direction to other staff members;
- Expert in the use of all Microsoft Office products, with knowledge of current social media applications;
- Understanding of, and respect for, Chinese culture; and,
- Reliable, trustworthy, dedicated and energetic with an understanding of and passion for the work performed by LWB.

Reports To: The Executive Director and the Board of Directors

Weekly Hour Requirements: This position requires **25 or more hours** of work per week.