



<b>Position Title:</b>	<b>Assistant Director of Institutional Outreach</b>	<b>Position Category:</b>	Volunteer
<b>Team:</b>	Outreach	<b>Schedule:</b>	At least 2-3 hours per week
<b>Location:</b>	Virtual/Remote	<b>Reports to:</b>	Founder and Director of Institutional Outreach

## Job Description

### GENERAL DESCRIPTION

An Assistant Director of Institutional Outreach responsible for assisting in the development and management of relationships between universities/colleges and the represented organization, with a specific emphasis on providing college credit opportunities for students who engage as volunteer scribes.

### Responsibilities

- Assist the Director of Clinical Outreach in developing and executing a comprehensive institutional outreach strategy to cultivate and strengthen partnerships with targeted universities/colleges in Texas.
- Conduct research and analysis to identify specific educational institutions that align with our organization's mission and can provide college credit opportunities for student volunteer scribes.
- Support the building and maintenance relationships with key stakeholders at universities/colleges, including faculty members, department heads, and administrators.
- Contribute to the creation and management of a list of targeted educational institutions in Texas for outreach and partnership establishment.
- Co-oversee the management of the institutional interest form, ensuring efficient and organized processing of incoming inquiries.
- Assist in initiating outreach efforts through various channels, including phone calls, emails, and virtual meetings, to establish initial contact and present the benefits of volunteer scribing opportunities for college credit.
- Collaborate closely with the marketing team to develop compelling materials and presentations that effectively showcase the advantages of volunteer scribing for student development and academic growth.
- Assist in negotiating partnership agreements and contracts with universities/colleges, ensuring alignment of goals, expectations, and compliance with relevant policies and regulations.
- Provide support to monitor and evaluate the effectiveness of institutional outreach initiatives, tracking key metrics and outcomes, and making data-driven recommendations for continuous improvement.

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- *minimum* high school diploma (or equivalent)

### PREFERRED SKILLS

- Prior experience in institutional outreach
- Excellent writing and communication skills
- Highly detailed and strong proofreading skills



- Project management experience with demonstrated ability to meet deadlines
- Self-motivated and eager to work in a team setting
- Experience with Google Chat and video calls (zoom, Google Meets, Facetime, etc.)

#### **ABOUT VOLUNTEER SCRIBES, INC. - TEXAS DIVISION**

Volunteer Scribes, Inc. - Texas Division is a nonprofit organization (501c3 in progress) that operates under Volunteer Scribes, Inc. that is headquartered in Minnesota and is now dedicated to connecting Volunteer Scribes with healthcare providers in Texas. Our mission is to provide free volunteer scribes for healthcare providers during periods of high patient loads, while also offering invaluable opportunity to those interested in gaining experience in the healthcare industry.

We encourage a culture of diversity, respect, inclusion, camaraderie, determination, positivity, pursuit of personal and team collaboration on the Board of Directors and in the Volunteer Scribe Internship Program.

Email Questions to	tx@volunteerscribes.org	Subject:	Interest Inquiry: [Board Position]
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#### **General Board Expectations**

##### **DUTIES**

Board Members must hold themselves accountable, behaving with integrity, showing care to obey rules and laws at all times. It is the board's responsibility to develop and maintain an excellent reputation within the healthcare & social media community, to strengthen the Volunteer Scribe Internship Program, increase connections, and create and follow a strategic plan that honors the organization's core mission.

##### **KEY EXPECTATIONS**

- Attend monthly board meeting
- Attend important special remote meetings as needed
- Takes the initiative to volunteer and accept projects
- Completes projects thoroughly and within deadlines
- Prepare for meetings, staying informed about BOD matters by reviewing minutes and reports
- Develop and maintain collaborative working relationships with other board members
- Helps maintain the board reputation as a unified group.