



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

Job Description

GENERAL DESCRIPTION

A Director of Institutional Outreach is responsible for cultivating and overseeing the relationships between universities/colleges and the represented organization, with a specific emphasis on providing college credit opportunities for students who engage as volunteer scribes.

Note: This position is preferred for individuals who reside in Texas and/or have knowledge of educational institution locations within the region.

RESPONSIBILITIES

- Develop and implement 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.
- Build and nurture relationships with key stakeholders at universities/colleges, including faculty members, department heads, and administrators.
- Develop and manage a list of targeted educational institutions in Texas for outreach and partnership establishment.
- Oversee the management of the institutional interest form, ensuring efficient and organized processing of incoming inquiries.
- Initiate 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.
- Negotiate partnership agreements and contracts with universities/colleges, ensuring alignment of goals, expectations, and compliance with relevant policies and regulations.
- Monitor and evaluate the effectiveness of institutional outreach initiatives, tracking key metrics and outcomes, and provide 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.

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.