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Job Posting: Sanctuary Outreach Project Coordinator

About us: Guelph & Area Right to Life is a pro-life, human rights organization that has been serving Guelph & Wellington County since 1974. With a dedicated team of staff and volunteers we promote respect and protection of every human life through education, advocacy and outreach. Our Sanctuary Outreach program also offers practical support to those experiencing unexpected pregnancy.

Job type: Part-time, 20 hours per week.

Schedule: Monday - Friday

Salary: \$20 per hour

Job duties:

Outreach

- Seek out and book opportunities to set up our **resource tent** downtown, at local events, and anywhere else that makes sense.
- Network with **community drop-in organizations**, teaching them about pregnancy support, providing resources, and potentially making volunteers available to them.
- Build relationships with other **community support organizations** (especially pregnancy/parenting supports) to keep up-to-date on their services and keep them informed on what Sanctuary Outreach is doing in the community.
- Contact **local medical professionals** to inform them about the services and support that Sanctuary Outreach offers.
- Support **churches** in providing pregnancy support through Gabriel Project ministries or other similar projects.
- Reach out to **secondary schools** to discuss unexpected pregnancy and offer pregnancy support training and resource information.
- Support the Sanctuary Outreach Student Chapter at the **University of Guelph**.
- Distribute Sanctuary Outreach **information materials** among community resources and organizations located throughout Guelph and Wellington County
- Keep resources in the **support survey** and **resource guide** up to date
- Assist in ensuring community organizations know about the **Infant Car Seat Fund and Hospital Bag fund**
- Other duties as assigned

Communications

- Work with the communication coordinator to create , keep up-to-date, and restock inventory of **informational materials** relating to pregnancy and parenting support, as well as Sanctuary Outreach projects.
- Write **monthly reports** for the board of directors detailing project updates.
- Work with the communication coordinator on **monthly email newsletters** to supporters and volunteers with project updates.
- Have **weekly meetings** with the Program Manager to set goals and monitor progress.
- Work with the communication coordinator to update and maintain S.O. **website content**.
- Work with the communication coordinator to create S.O **social media** and repost content from community organizations to keep our Facebook, Instagram, and X accounts active.
- Contribute a Sanctuary Outreach update to Right to Life's **quarterly newsletter**.

Volunteer Management

- Use a variety of strategies to **recruit** volunteers – i.e., through PIN, church newsletters, Sanctuary Outreach e-newsletters, Right to Life Newsletters, resource booths, etc.
- Follow Sanctuary Outreach protocols to **train and screen** volunteers.
- Organize volunteer **schedule**, including for special events and the helpline rotation.
- Support volunteers in their roles through **recognition and check-ins**.

Fundraising/Donations

- Organize specific **fundraising campaigns** (for instance, for Giving Tuesday, the Infant Car Seat Fund, hospital bag fund, or for bus advertisements).
- Seek out **business donors/sponsors** and build relationships with them.
- Seek out **private donors** and communicate with them.
- **Track funds** used for client support, including managing the Infant Car Seat Fund.
- **Sort in-kind donations and redistribute excess** to other community organizations.

Client Support

- Have the **helpline cell phone** for one week each month.
- **Meet with women/girls/families** who would like to come to the office in-person.
- **Create a plan of care** for each pregnant woman/girl who contacts Sanctuary Outreach for support.
- Keep the resources in the **support survey** up-to-date.
- Connect **peer parent mentor-mentee matches** and follow up with mentor to check-in on progress.
- Ensure that community organizations know about the **Infant Car Seat Fund and hospital bag fund**, process community referrals, and purchase and distribute car seats (and strollers).

Qualifications

- Experience in the social service, non-profit or marketing field an asset
- Commitment to pro-life values
- Competent in Microsoft Office (Word, PowerPoint, Excel)
- G License and access to a car an asset, but not necessary

To apply for this position, please submit a cover letter and resume.

We thank all applicants for their interest however only those selected for an interview will be contacted.