



## **Community Outreach Liaison**

Location: Madison, WI

Part-Time

\$21.00-\$30.00/Hour

The Community Outreach Liaison is responsible for building and maintaining community relationships and implementing on-site programming. Guidance and direction is provided by Heartlight Center and reports to the Executive Director.

### **Qualifications:**

- Experience working in end-of-life *preferred*
- Bachelors Degree in a human services field *preferred*
- Experience/Education in the field of grief and loss support and group facilitation
- Knowledge of end-of-life and grief resources within the community
- Personable
- Confidence with brand promotion
- Able to build strong, meaningful relationships
- Organized and attention to detail
- Reliable transportation
- Working knowledge of Word/Zoom/Email and CRM tools

### **Responsibilities:**

- Conduct needs analysis of local grief and loss programs and partners, to include hospice partners
- Identify and build local community relationships in the field of grief and loss
- Build and maintain database of local contacts
- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Serve as the ambassador of Heartlight Center, and identified partners, to families, friends, funeral directors, community leaders and donors.
- Manage communication alerts and database to distribute Heartlight materials and newsletters
- Host and advertise local programming to professionals and the bereaved
- Ensure community partners and staff are knowledgeable about Heartlight mission and programming
- Maintain a working knowledge of significant developments and trends in the field and community
- Participate and contribute to fundraising events
- Host fundraising events in local community, as delegated
- Attend community events representing Heartlight Center
- Facilitate support groups and other HeartLight programs

### **Physical Requirements:**

While performing the essential duties of this job, the employee may be required to sit, stand and walk, as well as bend and squat. The employee must occasionally lift and/or move up to 25 pounds.

### **Working Conditions:**

HeartLight Center provides a healthy and safe work environment, working conditions include a typical office setting, noise level in the work environment can range from quiet to moderate noise when in the office. This role is eligible to work remotely.