



*The Association for Trauma Outreach & Prevention (ATOP)*

### **Outreach Coordinator Listing**

#### **Job Description**

##### ***Mission:***

At *Meaningfulworld*, the goal is to prepare a generation of conscientious individuals who are guided by love, peace, passion, and meaning. *Meaningfulworld* is dedicated to fostering a meaningful, peaceful, and just world in which every individual enjoys physical, mental, social, economic, and spiritual health. A sense of meaning, peace, and justice, although unique to everyone, is achieved through a transformational journey that integrates knowledge and experience with a sense of responsibility and reflection. We have monthly clinical workshops, annual humanitarian missions, and are accredited at the United Nations.

**Outreach Coordinator:** Is responsible for:

- Managing organization's social media outreach, including oversight of content, measurement of engagement, and development of long-term growth
- Coordinating monthly outreach focus: Schools, universities, libraries, newspapers, journals, etc.
- Develop monthly themes for communications advising and delegating roles to interns and staff on communication strategies, developing templates, and supervising outreach interns
- Monitoring outreach project development, including coordinating with interns, executive team and organizational affiliates

##### **Benefits include:**

Benefit 1: Enhance & develop your CV/resume and increase your employability

Benefit 2: Gain professional orientation/clarification

Benefit 3: Receive impeccable letters of reference from our President, a world renowned trauma specialist

Benefit 4: Participate in international United Nations conferences & meetings

Benefit 5: Experience improved self-esteem, self-confidence, and life satisfaction

Benefit 6: Avoid burnout

Benefit 7: Gain new knowledge and work experience

Benefit 8: Expand your knowledge of the world, different cultures, and meet like-minded people

Benefit 9: Enjoy multiple opportunities to publish, to present at national or international conferences, and empower others as well as yourself.

##### **Requirements:**

A minimum of a master's degree is preferred. Applicants with previous experience in non-profit development, communications, public relations, or social media engagement strongly encouraged to apply.

**Time commitment:** 12 months-2 years, 5-7 hours per week.

**Application procedure:** Kindly send your resume, statement of purpose, 3 goals consistent with our mission, and names & contact of 2 references. Kindly send all to: [info@meaningfulworld.com](mailto:info@meaningfulworld.com)

For more information about our organization, please visit [www.meaningfulworld.com](http://www.meaningfulworld.com)