



VISTA Position Description

Outreach Specialist



Organization: Saving KidSight

Organizational Mission:

KidSight's Mission is to prevent vision conditions and promote healthy vision in children. At KidSight, our goal is simple: to provide free vision screenings for every child under 6-years-old in Missouri. Our KidSight Mobile Vision Screening program goes out to preschools, daycare centers, Head Start sites, and community events across the state. KidSight's wraparound service follows up with families of referred children to ensure that appropriate treatment is received, with a focus on underserved families.

Location: Saving Sight Offices, 10560 N Ambassador Dr., Kansas City, MO 64106

Summary of Position

The Outreach Specialist will reach out to organizations in order to create more partnerships which will increase KidSight's ability to serve children living in poverty. This position will focus on potential partners including local vision care practices, majority low-income childcare centers and preschools, and organizations whose members are a potential source of volunteers. The VISTA position is an opportunity to develop KidSight's ability to serve children and their families while gaining valuable experience in nonprofit operations.

Primary Responsibilities

- Reach out to vision practices and health clinics to collaborate with KidSight in order to provide vision care for underserved children. Create formal relationships around providing free and reduced vision care and/or sponsoring KidSight.
- Find and build partnerships with child-care centers, day cares, and preschools that serve majority low-income families. Develop formal relationships around assisting families in their center to access vision care.
- Reach out to Lions Clubs to recruit volunteers and create formal agreements to assist families who need vision care.
- Develop outreach and engagement plans for potential partner agencies and organizations that will enhance the volunteer program. Potential partners include universities, nonprofits, and corporations.
- Improve existing volunteer recruitment program in order to bring in diverse volunteers and increase total participation.
- Work with Volunteer Coordinator to improve volunteer recruitment, intake, training, reporting and evaluation processes.
- Represent KidSight at community and stakeholder meetings, events, and other outreach opportunities throughout Missouri, with a focus on the Greater Kansas City area.
- Develop structure, program, and evaluation methods for outreach program.
- Work with the VISTA Fundraising Specialist to coordinate outreach and fundraising efforts.

Preferred Qualifications

KidSight is looking for individuals who excel at working independently and in a team, who are able to adjust to changes quickly and with grace, who have a positive stakeholder orientation, and who can sustain attention to detail.

Specific qualifications include:

- Excellent interpersonal, written, verbal, and phone communication skills required. Public speaking experience a plus.
- Strong organizational skills, problem-solving abilities and attention to detail.
- Bachelor's degree or equivalent combination of education and experience is important.
- Marketing, communications, social work, public administration, nonprofit, early education, or vision health care experience/education a plus.
- Ability to quickly learn new technologies, software, and applications; including Microsoft operating systems, Microsoft office, general database and web-based applications.
- Able to work a flexible schedule. Some weekends and evenings required.
- Employee will be required to travel and arrange own transportation. (Drivers must have valid driver's license, personal vehicle, and acceptable driving record as determined by the organization.)

Contact: For more information about this position, please contact:
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