



INNOVATIVE REHABILITATION GUIDED DIVERSION PROGRAM

HELPING PEOPLE HEAL

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Web Designer

Job description Duties/Responsibilities

The Web Designer important responsibilities is to work closely with the Steering Committee so they can translate IRGDP thoughts into a visually appealing information portal. They are also responsible for turning functional material into design on our innovative site in addition to uploading content to a web server. Other responsibilities include but not limited to:

- Creating mock-ups of the site pages for Steering committee approval
- Monitoring and resolving any functionality issues, including the removal of “inactive links”
- Updating and maintaining the IRGDP site
- Making backup files of IRGDP media and link pages

Social Media Coordinator

Job description Duties/Responsibilities

The Social Media Coordinator has several duties and responsibilities associated with researching and creating informed campaigns that appeal to our specific target demographic, including but not limited to:

- Understanding KPI's and defining them specifically for social media
- Monitoring all IRGDP social media content
- Tracking the performance of the feedback from data
- Keeping up with technologies used in social media
- Using social media marketing tools to create IRGDP revenue
- Tracking customer engagement and SEO to optimize IRGDP content growth
- Establishing relationships/networking of industry professionals or influencers on social media.

Outreach Coordinator

Job description Duties/Responsibilities

An Outreach Coordinator's essential duties vary and often are complex. Our IRGDP Outreach Coordinator duties are but not limited to:

- Public relations: In charge of fundraising and creating strategic relationships with donors.
- Public relations is a way that an Outreach Coordinator will communicate with donors and the media to represent IRGDP. Press releases, brochures, social media, email campaigns and attending community events are ways IRGDP Outreach Coordinator uses public relations.
- Research: IRGDP Outreach Coordinator collects data and information to focus on the donors, events and venues that may be useful to our organization.
- Administrative duties: Project management and event coordination are some administrative duties IRGDP Outreach Coordinator will be required in addition to the aboved mentioned will be supervising staff and office work that benefits IRGDP.

Office Coordinator

Job Description duties/responsibilities

Office Coordinators perform a number of administrative support and customer service tasks. Your assistance is to ensure efficient operation of the IRGDP office environment. Specific duties are but not limited to:

- Answering phone calls, transferring callers as appropriate
- Greeting customers and visitors to the office, ensuring guests are comfortable and are connected with the right IRGDP personnel
- Managing schedules for Executive Body and Steering Committee conferences and community drives.
- Monitoring and ordering inventory for IRGDO office and break room and program facilities supplies
- Managing incoming and outgoing correspondence courses, including emails, faxes, mail and packages
- Filing and organizing IRGDP records, invoices and other IRGDP corporation's documentation
- Ordering repairs for office equipment and maintenance, connecting with and escorting vendors

Grant Writer

Job description Duties/Responsibilities

The Grant Writer is required to have excellent research and communication skills. They're required to clearly communicate in both written and verbal communication, especially in grant proposals, as this is their primary function and duty with IRGDP. This includes but is not limited to any special duties that enable them to be successful. Examples of an IRGDP Grant Writer duties and responsibilities include the following:

- Study and understand the history, structure, objectives, programs, and financial needs of IRGDP.
- Research grant opportunities from government and non-government agencies.
- Draft grant proposals and supporting documents based on the funding requirements of IRGDP Inside/Outside programs.
- Submit proposals to all available grant coordinators for approval.
- Respond to internal and external queries on drafted and submitted grant proposals.
- Maintain positive relationships with fund providers and other IRGDP stakeholders.
- Maintain records and submit reports related to grant opportunities in a timely manner.

Event Coordinator

Job Description Duties/Responsibilities

The Event Coordinator's duties are centered on event planning and managing events. This can vary in sizes and purposes. Coordinators need to understand what it takes to make sure the planned logistics work out, keep everything within the allocated budget. Which is tantamount as IRGDP primarily relies on grants and donations. Which can ensure that the scheduled event itself is carried out smoothly. Here are some essential duties and responsibilities:

- Establishing and maintaining relationships with vendors and venues
- Planning event details and aspects, including seating, dining and guests
- Creating reliable financial reports and collecting payments and donations on time
- Remaining under budget with all costs and fees

- Managing events and addressing foreseeable obstacles and potential problems that may arise
- Planning for potential scenarios that could impact the integrity of IRGDP
- Maintaining a working knowledge of the complex needs of a wide variety of scheduled events

Program Coordinator

Job Description Duties / Responsibilities

The Program Coordinator's responsibilities are but not limited to manage, coordinate and oversee inside/outside programs and projects. They have the following responsibilities:

- Prepare financial statements and maintain records pertaining to inside/outside program activities.
- Purchase or approve the purchase of equipment and supplies needed by the staff for inside/outside programs.
- Schedule program inside/outside teamwork schedules, oversee daily inside/outside operations, coordinate the activities of both inside/outside programs and set priorities for managing each program.
- Manage IRGDP marketing and outreach work for needed communities.
- Prepare or assist the Grant Writer in preparation of grant requests and fund raising from outside sponsors.