



HMGS, Inc.
Role Description
OUTREACH COORDINATOR

GENERAL DESCRIPTION

The Outreach Coordinator role is responsible for the coordination of all HMGS, Inc. Outreach activities within their 'assigned geographic area'.

They are an extension of the Outreach Committee, who is responsible for overseeing the recruitment and management of all Outreach Coordinators, and they follow the guidelines set out by the Outreach Committee. It is estimated that the monthly time commitment is between 10-13 hours, although it can be less or more depending on the time of year and level of activity within the territory.

PRIMARY ROLE RESPONSIBILITIES:

- Coordinate Outreach activities within their assigned geographic area
- Promote and drive new Outreach activities
- Be an ambassador for HMGS
- Recruit member volunteers for Outreach events in their territory
- Submit a monthly written report to the Outreach Committee on their activities
- Provide timely feedback to the Outreach Committee on their events

ROLE REQUIREMENTS:

- Solid oral communications skills
- Strong ability to organize and coordinate events
- Effective at leading in a geographically diverse and matrixed environment
- Strong commitment to growing HMGS, Inc. participation in their area

GEOGRAPHIC AREAS

The Committee has prioritized the following areas for our first Coordinators:

- Boston metro area
- Greater Philadelphia
- North/South Carolina
- Pittsburgh metro area
- Greater DC/Maryland.

DOCUMENT CHANGE LOG

Date	Author	Changes
2025-04-07	Dave Allnutt	V1 Published
2025-03-14	Dave Allnutt	V0 - Draft