



Job Title: Director of Outreach

Location: Newton, MA

Position Summary

The Director of Outreach is responsible for daily clinical operations and outreach to, and collaboration with, the professional and general communities. Specific areas of responsibility include:

Outreach:

- Manage the annual conference
- Oversee all administrative aspects of the professional membership program
- Assist the Executive Director with development and administration of partnerships
- Coordinate and manage professional trainings offered onsite
- Ensures the continual expansion of the vision and mission within the communities that we serve
- Provide targeted outreach to professional groups, hospitals, and related organizations
- Act as liaison to community at local networking events

Clinical Operations:

- Provide outpatient clinical services to clients
- Support training of clinical interns
- Facilitates Hope and Inspiration
- Speaks publicly in the community on behalf of MEDA

Qualifications:

- Ability to manage projects within a specified deadline
- Ability to think creatively and implement innovative solutions
- Proficient in Microsoft office programs and social media platforms
- Strong interpersonal skills
- Takes initiative but also works well within a team structure
- Must be able to work nights and occasional weekends

Education/Relevant Experience:

- Master's degree in counseling, psychology or social work required
- Clinical experience with short-term assessment for various populations preferred
- Strong public speaking skills
- Personal or professional knowledge of eating disorders preferred

About the Multi-Service Eating Disorders Association (MEDA):

MEDA is a non-profit organization dedicated to the prevention and treatment of eating disorders and disordered eating. We envision a community without eating disorders that promotes a positive body culture. Our mission is to HEAL, EDUCATE and EMPOWER our community to support the people, families and other community members impacted by eating disorders, to stop the spread of eating disorders through educational awareness and early detection, and to promote greater acceptance of all body types.

To Apply: Qualified individuals should submit a resume and cover letter to MEDA's Executive Director, Beth Mayer, at bmayer@medainc.org. *Salary is commensurate with experience.*