

Contract Position: Community Outreach Liaison

Proof Alliance is the largest organization in the U.S. dedicated to preventing prenatal alcohol exposure (PAE) and improving outcomes for people impacted by fetal alcohol spectrum disorders (FASD). We use a systems approach to build alliances with partners in the education, research, legal/judicial, health care, legislative and social service industries. Together, we advocate for greater funding of services, further development of awareness, and an FASD-informed future.

If your career path or experience is focused on community engagement, outreach, public awareness, and operational coordination, this contract role is a valuable opportunity to support a mission-driven organization advancing prenatal alcohol exposure (PAE) prevention and FASD-informed support efforts statewide. This role contributes to expanding community reach, strengthening partnerships, and increasing awareness through strategic outreach and engagement activities.

Proof Alliance's Public Awareness work is dedicated to increasing understanding of PAE prevention, improving outcomes for individuals impacted by fetal alcohol spectrum disorders (FASD), and building meaningful partnerships across systems and communities.

This contracted role will work directly with the Prevention Manager and Public Awareness Team to implement outreach, exhibiting, logistics, and community engagement initiatives aligned with organizational priorities and approved messaging.

Work Status:

Part-Time Contracted Position | (Approximately 10 Hours/Week)

Actual hours may fluctuate based on outreach volume, event schedules, order fulfillment needs, and organizational priorities.

Work Location: Based in St. Paul, Minnesota. This is a hybrid role including in-office, community-based, and remote work. Travel primarily within the Twin Cities metro area, with periodic travel to Greater Minnesota communities, is expected.

Initial Contract Term: May 2026-June 2026

Planned Renewal Term: July 1, 2026-June 30, 2027

Due to our funding cycle, the position will begin with a short initial contract period ending June 30, 2026. Funding is anticipated to continue, and the organization intends to enter into a new contract for the period of July 1, 2026 – June 30, 2027. Renewal of the contract will be contingent upon continued grant funding as well as satisfactory performance in meeting the outlined job duties and deliverables. This structure reflects our fiscal year timing and is designed to support continuity in the role from year to year.

Oversight: The Community Outreach Liaison will operate as an independent contractor and will receive project direction and deliverable guidance and oversight from the Prevention Manager. The contractor will coordinate with the Public Awareness Team and other departments to ensure consistent messaging and effective outreach.

CONTRACT COMPENSATION:

Compensation: Contractor shall be compensated at rate of \$25 per hour, not to exceed the organization's budgeted amount of 30,000 annually.

Compensation for the initial May 2026 – June 30, 2026 term will be prorated based on start date.

Scope of Work:

Operational & Logistical Support (3-4 hours per week, estimated)

- Fulfill and ship online store and partner store orders, including packing, labeling, and coordinating with shipping services
- Track inventory levels and complete routine restocking independently, with management guidance as needed
- Maintain organized storage of outreach materials and supplies
- Prepare outreach and exhibiting materials for events across departments, including organizing, staging, and transporting materials

Outreach & Exhibiting Event Support (3-4 hours per week, estimated)

- Identify and coordinate outreach and exhibiting events that align with Proof Alliance's goals and mission
- Support a target of approximately one outreach or exhibiting event per month, as feasible
- Attend outreach and exhibiting events independently, with additional staff support as needed
- Manage booth setup and takedown at events and engage with attendees using approved messaging
- Collect event-related data, including attendance estimates, materials distributed, and engagement notes, for tracking and reporting

Community Engagement & Partnership Support (1-2 hours per week, estimated)

- Represent Proof Alliance at outreach events using approved, high-level messaging
- Engage with community members, vendors, and organizations to share information about Proof Alliance programs and services
- Identify potential partners and interested organizations and gather contact information for follow-up
- Serve as a liaison at events by facilitating warm handoffs to appropriate internal departments
- Collect contact information from interested parties and initiate follow-up or introduction emails with relevant program leads

Administrative Coordination and Planning (1 hour per week, estimated)

- Planning, coordination, and weekly check-ins with the Prevention Manager

Outreach Event Estimates and Scheduling

Outreach efforts are anticipated to average approximately one (1) event per month, or an estimated total of twelve (12) events annually. This estimate is provided for planning purposes only and does not guarantee a minimum or maximum number of events.

The projected annual outreach plan may include approximately three (3) events in Greater Minnesota communities (e.g., Duluth, Brainerd, St. Cloud, or similar regional locations), with additional events primarily within the Twin Cities metro area.

All outreach activities are subject to organizational priorities, budget availability, event approval, strategic alignment, and community need. Proof Alliance reserves the right to adjust the number, type, timing, and location of events at its discretion.

Event participation will be determined in coordination with Proof Alliance staff and mutually agreed upon in writing, consistent with the overall scope of this Agreement.

Training and Role Parameters

- Complete a minimum of **10 hours of onboarding**, including orientation to Proof Alliance's mission, programs and services, approved language and messaging, FASD education and training, and department-specific work. Onboarding will also include hands-on training related to assigned tasks, including operational and logistical support, outreach and exhibiting event coordination, inventory management, store order fulfillment, community engagement, and partnership support responsibilities outlined in this agreement.
- Participate in **weekly check-ins** with the Prevention Manager.
- Complete all onboarding and required training prior to conducting independent outreach activities.
- Adhere to clear role boundaries: the contractor may not independently develop, modify, or approve messaging, and may not make commitments, promises, or decisions on behalf of Proof Alliance. All programmatic, policy, or partnership decisions must be referred to appropriate internal staff.

Experience Required:

- Experience in outreach, community engagement, event coordination, logistics, or nonprofit outreach and operations preferred
- Strong organizational and time-management skills
- Ability to work independently while coordinating across departments

- Strong interpersonal and communication skills
- Comfort representing an organization publicly using approved messaging
- Ability to lift and transport outreach materials and manage booth setup and takedown
- Access to a reliable vehicle and ability to travel independently throughout Minnesota, including Greater Minnesota communities
- Willingness and availability to travel statewide as needed
- Willingness to work occasional evenings and weekends to support outreach and exhibiting events
- Successful completion of background check and adherence to safety policy procedures
- Legal authorization to work in the United States

ADDITIONAL INFORMATION:

This is an independent contractor position and is not eligible for the Proof Alliance employee benefits package. Nothing in this Agreement shall be construed to create an employment relationship.

The Community Outreach Liaison will operate as an independent contractor and will receive project direction and deliverable guidance from the Prevention Manager. The contractor will coordinate with the Public Awareness Team and other departments to ensure alignment with approved messaging and organizational priorities.

Contract deliverables and performance will be reviewed on an ongoing basis to confirm responsibilities are fulfilled and expectations are met. Continuation of the contract is contingent upon satisfactory performance, funding availability, and organizational needs. The contractor agrees to communicate proactively regarding workload capacity, scheduling, and availability to fulfill agreed-upon deliverables.

The contractor is responsible for payment of all applicable federal, state, and local taxes associated with compensation received under this Agreement.

Independent Legal Entity: Contractor represents and warrants that it is operating as a duly formed and validly existing limited liability company (LLC) in good standing under the laws of its state of formation.

Insurance Requirement: Contractor shall maintain, at its own expense, commercially reasonable general liability insurance coverage in appropriate amounts for the duration of this Agreement and shall provide proof of coverage upon request.

Eligibility and Compliance: The selected contractor must have legal authorization to work in the United States and must complete required eligibility verification documentation. A background check for violent offenses and offenses against vulnerable populations is required.

Proof Alliance is an equal opportunity organization and values a diverse and inclusive environment.

HOW TO APPLY:

Please email the following information to Alyssa.huether@proofalliance.org with the subject line “Community Outreach Liaison” Contract Position” by **April 20, 2026**.

Candidates with incomplete application materials may not be considered.

Please submit the following materials:

- Your resume and/or capability statement
 - **References: 2–3 professional references** — ideally from recent supervisors or clients who can speak directly to relevant experience.
 - Your Letter of Interest telling us:
 - Why you are interested in this contract role
 - How your experience and skills align with the qualifications and responsibilities outlined above
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