



<b>Position Title:</b>	Community Outreach Coordinator		
<b>Reports To:</b>	Department Chair		
<b>Department:</b>	School of Business	<b>Job Code:</b>	0138
<b>Prepared By/Date:</b>	Jennifer C. Brito/01-08-2009	<b>Job Group:</b>	PEC
<b>Approved By/Date:</b>	Ana Cruz/01-08-2009	<b>Salary Grade:</b>	14
<b>Revised:</b>	Jennifer C. Brito/5-27-2009	<b>FLSA Status:</b>	Exempt

### **Summary:**

The primary responsibility of the Community Outreach Coordinator is to serve as the full-time Case Manager for the Hospitality Institute. The individual manages and coordinates the marketing, recruiting, training, job placement and tracking of individuals who are trained at the Institute in the local Overtown. The individual also serves as liaison with the City of Miami officials, local Community-based Organizations, and local businesses.

### **Essential Duties and Responsibilities:**

- Reports to and work closely with the Director to monitor the internal operations to ensure that current and future programmatic needs of the organization are being met.
- Researches potential funding sources via the internet, directories, phone, professional literature, and other resources as assigned by the Director.
- Prepares and distributes information and correspondence about the Hospitality Institute program i.e. brochures, flyers, power point presentations, newspaper articles, newsletters, and other publications.
- Manages and updates participant database and develop a tracking systems for evaluation purposes.
- Assists with prompting and fostering good relations with Institute partners and cultivates relations with new partners.
- Organizes and attends out-reach efforts to promote the Institution by working with partners, setting up job fairs, field trips, and other educational programs.
- Manages and updates Institute Advisory Board Meetings, retreats, and attend meetings as assigned.
- Prepares and distributes monthly Institute newsletter and develop ongoing contacts with employers in the industry.
- Prepares and executes all correspondence for Institute participants.
- Acts as immediate liaison for Outreach Organizations, Employers, and Community Organizations.
- Provides staff support by executing administrative duties.
- Attends and supports Institute related events and activities.
- Assist the Director and perform other related duties as assigned.
- Supervises part-time personnel.

### **Knowledge, Skills and Abilities:**

- Excellent interpersonal, organizational, and communication skills.
- Proficiency use of grammar, punctuation and spelling.
- Proficiency in Microsoft Office applications
- Ability to coordinate meetings and projects.
- Ability to meet deadlines and provide customer service to staff.

- Ability to proofread alpha and numeric data.
- Ability to manage multiple priorities.
- Ability to work in a multi-cultural and multi-ethnic environment with faculty, staff and students

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree with a minimum of five (5) years progressively responsible coordinating and planning experience, or an equivalent combination of education and experience preferably in the Hospitality & Tourism industry.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name