



Position Title:	Community Outreach Coordinator		
Reports To:	PAVE Project Director		
Department:	PAVE Project	Job Code:	0138
Prepared By/Date:	Jennifer C. Brito/06-03-2009	Job Group:	PENC
Approved By/Date:	Jan Burleson/6-3-2009	Salary Grade:	14
Revised:	Jan Burleson/6-3-2009	FLSA Status:	Exempt

Summary:

The primary responsibility of the Community Outreach Coordinator is to serve as the full-time Case Manager for the PAVE (Pathways to Assimilation and Veteran Education) Project. The individual coordinates and leads the educational and career counseling to local military personnel, veterans and their family members. The individual also serves as liaison to student services personnel, other MDC faculty and staff, consultants, and Miami-Dade County veteran service organizations.

Essential Duties and Responsibilities:

- Reports to and works closely with the Director to monitor the project operations to ensure that current and future programmatic needs of the participants in the PAVE Project are being met.
- Prepares and distributes information and correspondence about the PAVE Project to increase awareness to community organizations.
- Disseminates information about the project to student veterans and eligible project participants on admissions, registration and special support and academic programs for new, continuing and transferring students
- Develops with students Individualized Educational Plans (IEPs) and strategies for academic and career success and provides individual and group career advising.
- Manages and updates participant records and develops reports for Project Director.
- Organizes and attends out-reach efforts to promote the project by working with community partners on setting up career fairs, workshops, and other educational programs and activities for participants.
- Plans and coordinates workshops, information sessions, and career awareness activities.
- Prepares and executes all correspondence for project participants.
- Acts as immediate liaison for MDC departments and community organizations and agencies.
- Provides staff support by executing administrative duties.
- Attends and supports Project PAVE-related events and activities.
- Assists the Director and perform other related duties as assigned.
- Supervises part-time personnel.

Knowledge, Skills and Abilities:

- Excellent interpersonal skills.
- Proficient use of grammar, punctuation, and spelling.
- Must be proficient in Microsoft Word or comparable word-processing software.
- Must use Excel, Lotus or Spreadsheet, PowerPoint, Print shop, or similar software.
- Ability to coordinate meetings and projects.
- Ability to meet deadlines and provide customer service to staff.
- Must be organized and self-directed.
- Ability to proofread alpha and numeric data.
- Demonstrate ability to manage multiple priorities.

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 in Psychology, Counseling, Education, or related field with a minimum of five (5) years progressively responsible coordinating and planning experience.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name