



**Position Title:** Outreach Coordinator - Education  
**Reports To:** Adult Education Coordinator  
**Department:** REVEST  
**Prepared By/Date:** Yiliam Lopez/07-22-2009  
**Approved By/Date:** Eduardo Chavez/07-22-2009  
**Revised:** Jennifer C. Brito/8-26-2009

**Job Code:** 0711  
**Job Group:** PENC  
**Salary Grade:** 14  
**FLSA Status:** Exempt

**Summary:**

The Outreach Coordinator 2 is responsible for the day-to-day operation of sites providing educational and support services to refugees and asylees so they can reach their personal, academic, and professional goals.

**Essential Duties and Responsibilities:**

- Responsible for the day-to-day operation of site
- Monitor staff and student attendance
- Assist the Adult Education Instructor and Curriculum Coordinator in monitoring p/t faculty and in the implementation of the curriculum
- Work closely with the Program Intake and CTEC Coordinators
- Serve as liaison between Program Administration and Kendall Campus
- Responsible for planning enough classes to accommodate the students enrolled for that term
- Plan Orientation/Testing Sessions to introduce new eligible students to our services as well as the New Registration Appointments Schedule
- Work closely with the administration and staff at the Wolfson Campus as well as the various departments at Kendall Campus
- Performs other related duties as assigned

**Knowledge, Skills and Abilities:**

- Knowledge in working with the Odyssey Student Information System
- Excellent organizational skills
- Excellent communication skills (Verbal, Written)
- People orientated
- Computer literate (Outlook, Internet, Word, Excel, Access)
- Experience effectively working in a multi-cultural environment
- Previous teaching experience
- Experience in coordinating program within the College

**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 regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds.

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 and five (5) years of experience or a Master's degree and one (1) year of experience.

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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