



Position Title: Part-Time Community Outreach Coordinator (OSHA Grant)
Reports To: Chairperson
Department: Continuing Education and Professional Dev. **Job Code:** 8112
Prepared By/Date: Jennifer Brito/10-22-2010 **Job Group:** H1-NIE
Approved By/Date: Barbara Alfonso/03-07-2012 **Salary Grade:** HI
Revised: Donna French/03-07-2012 **FLSA Status:** Exempt

Summary:

The Part-Time Community Outreach Coordinator will work as a liaison between the College, the community and employers for the Occupational Safety and Health Administration (OSHA) grant. Responsible for developing programs and plays an essential role in the implementation and development of grant activities.

Essential Duties and Responsibilities:

- Develops community outreach activities and programs to achieve grant deliverables
- Evaluates the needs of the general public, small business and community groups in regards to OSHA directives
- Establishes an advisory board
- Develops and presents marketing efforts for grant activities and programs
- Identifies, coordinates and schedules community outreach activities to include locations and facilities
- Develops and maintains recordkeeping systems and oversee grant record maintenance
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Working knowledge of supervision and management of resources, organization, and public relations
- Possess strong leadership skills and communication skills
- Ability to implement programs and activities
- Ability to build partnerships with community organizations and small business
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

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.

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 in a related field from a regionally accredited institution and three (3) years of experience; or an Associate's degree and five (5) years of experience; or equivalent combination of education and experience

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name