



**Position Title:** Part-Time Outreach Coordinator

**Job Code:** 8112

**Reports To:** Program Manager

**Grade:** HI

**FLSA:** Exempt

**Job Description:**

The Part-Time Outreach Coordinator works in a staff capacity to support a wide range of classes in the School of Community Education, with primary responsibilities for activities in outreach learning centers in the area of NE Miami-Dade County.

**Duties & Responsibilities:**

- Coordinates, maintains, and oversees Community Education programs
- Assists in identifying qualified instructors
- Coordinates class schedule with site owners/personnel
- Assists in identifying new markets and develops new courses
- Develops advertising strategies to market courses to the general public
- Adheres to marketing deadlines and schedules
- Assists and supports promotional and recruitment activities with Miami Dade College, community-based organizations and other agencies
- Monitors enrollment
- Compiles information for reporting purposes and assembles enrollment reports as necessary
- Works directly with Program Manager to maintain high standards of quality programs
- Attends meetings as necessary
- Provides updated program information on a daily basis to the Program Manager, customer service personnel and students
- Performs duties as assigned.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Bachelor's degree in a related field from a regionally accredited institution and three (3) years' experience; or an Associate's degree and seven (7) years' experience
- Experience in coordinating an educational program for adults and/or children preferred
- Possess well-developed communication skills (Verbal and Written)
- Must demonstrate strong organizational skills
- Ability to follow-up and meet deadlines
- Ability to work in a multi-ethnic/multi-cultural environment

**ACKNOWLEDGEMENT**

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

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Signature

\_\_\_\_\_  
Date

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