



Community Outreach Coordinator Job Description

JOB INFORMATION

| | |
|--------------------------|--|
| <i>Job Code:</i> | 129100 |
| <i>Job Title:</i> | Community Outreach Coordinator |
| <i>FLSA Status:</i> | Non-Exempt |
| <i>Supervisory:</i> | May oversee staff, students, volunteers, agencies and/or resource employees. |
| <i>Job Family:</i> | Public Communications |
| <i>Job Family Group:</i> | Marketing and Events |
| <i>Management Level:</i> | 7 Individual Contributor |

JOB SUMMARY

Assists in planning and implementing services and activities of community outreach effort(s). Promotes the efforts of the outreach program and maintains open communication among the surrounding community and any relevant external agencies.

JOB QUALIFICATIONS:

Education

| <i>Req</i> | <i>Pref</i> | <i>Degree</i> | <i>Field of Study</i> |
|------------|-------------|-------------------|-----------------------|
| X | | Bachelor's degree | |

Additional Education

Check here if experience may substitute for some of the above education.

X Combined experience/education as substitute for minimum education

Work Experience

| <i>Req</i> | <i>Pref</i> | <i>Work Experience</i> | <i>Experience Level</i> |
|------------|-------------|------------------------|-------------------------|
| X | | 1 year | |

Additional Work Experience

Check here if education may substitute for some of the above work experience.

X Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

| <i>Req</i> | <i>Pref</i> | <i>Functional Skills</i> |
|------------|-------------|---|
| X | | Ability to communicate and collaborate effectively with a wide range of constituents including volunteers and outside agencies. |
| X | | Experience building and maintaining favorable relationships with community members. |
| X | | Ability to work independently and as part of a team. |
| X | | Excellent written and oral communication skills. |
| | X | An understanding and appreciation of the cultural vibrancy and historical significance of the local community. |
| | X | Demonstrated experience leading community outreach initiatives. |

Other Job Factors

JOB ACCOUNTABILITIES

| | % Time | Essential | Marginal | N/A |
|--|--------|-----------|----------|-----|
| Coordinates outreach program activities. Assists in scheduling program events and the maintaining accurate event records. | | | | |
| Assists in the creation and distribution of relevant, informative promotional publications (e.g., newsletters, blog and social media posts) to increase event awareness and community involvement. | | | | |
| Attends and participates in various events to educate and inform the community regarding the details of the organization's cause. May, if necessary, administer events. | | | | |
| Collaborates with internal members and external agencies (e.g., staff, faculty, students, other community members) to develop an effective, continuously improving program curriculum. | | | | |
| Serves as an initial point of contact for external community members and provides assistance and services as needed. Directs communications to proper authorities. | | | | |

Other Requirements

| <i>Essential:</i> | <i>Emergency Response/Recovery</i> | <i>Essential:</i> | <i>Mandated Reporter</i> |
|--|--|-------------------|---|
| | In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed. | | A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/ |
| <i>Campus Security Authority (CSA)</i> | | | <i>Essential:</i> |
| By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/ | | | No |

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-

inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.