

Community Outreach Coordinator

7 Lakes Alliance



A Community Outreach Coordinator will be responsible for connecting 7 Lakes Alliance with the surrounding community. Their duties include brainstorming potential partnerships or methods for engagement with the local community, maintaining a calendar for outreach events and working closely with community partners to plan and execute various outreach events, including the Farmers' Market.

The essential job duties of a Community Outreach Coordinator duties and responsibilities may include:

- **Public relations:** Community Outreach Coordinator often will be part of creating strategic relationships with visitors. Public relations are a way that the Community Outreach Coordinator will communicate with visitors and the media to represent the organization. Press releases, brochures, social media, and email campaigns are ways a Community Outreach Coordinator uses public relations.
- **Gallery duties:** Community Outreach Coordinator will be the public face of 7 Lakes Alliance and are expected to be professional, able to interact with visitors in the gallery; enforce gallery rules in a courteous manner; and attend or coordinate coverage for the gallery during the Farmers' Market held Sundays from 8 a.m. to 1 p.m. mid-June to September. Community Outreach Coordinator is expected to become knowledgeable about 7 Lakes Alliance to be able to answer visitors' questions regarding the programs, provide a friendly and welcoming environment, and be prepared to personalize connections for visitors through one-on-one or group conversation.
- **Administrative duties:** Project management and event coordination are some duties a Community Outreach Coordinator may do that benefits the organization.

Since the Community Outreach Coordinator is the public face our organization and should have many skills relating to communication and management. Some skills a Community Outreach Coordinator should have are:

- **Communication skills:** Both verbal and in writing to inform and persuade visitors, the media and people in the community of the organization's purpose. A Community Outreach Coordinator's communication skills are necessary to communicate goals to coworkers.
- **Project management skills:** It is essential for an Outreach Coordinator to have skills in time management, scheduling other people and coordinating locations for events as well as vendors for events.
- **Administrative skills:** Office skills are essential for an Outreach Coordinator because there are many issues and paperwork in coordinating events, media and people.
- **Ability to multitask with several project details at once:** This ability is critical because events, people and members of the media need to be contacted and managed for effective publicity for the organization.

Job Type: Temporary, Seasonal (16-23 weeks)

Pay: \$17.00 per hour

Work Location: Mostly at main building located at 137 Main Street in Belgrade

Schedule: Sunday to Friday, some Weekends required

Company's website: 7lakesalliance.org

Company's Facebook page: fb.me/7lakesalliance2

TO APPLY: Send email with a cover letter and resume to info@7lakesalliance.org, subject "Outreach Coordinator". Position will be open until filled. Review of applications will begin on April 30, 2022. Start date is as soon as feasible.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

7 Lakes Alliance does not discriminate on the basis of race, color, sex, gender identity, national origin, age, disability, veteran status, sexual orientation or any other characteristic protected by law. We strongly encourage qualified individuals with disabilities and those from diverse backgrounds to apply. We are an equal opportunity employer dedicated to creating an inclusive culture where employees from diverse backgrounds can thrive and support our mission.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.