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Office of Administration, Job Posting // p: 702-953-2600 // f: 702-953-2608 // [www.earlycollegeNV.com](http://www.earlycollegeNV.com)

## Community Outreach Coordinator

*Based on experience/qualifications*

Annual Salary Range: DOE

NO STATE/LOCAL INCOME TAX

To obtain more information on this position go to: [www.earlycollegeNV.com](http://www.earlycollegeNV.com)

CLOSING DATE: Open Until Filled

### **GENERAL PURPOSE OF THE POSITION**

Under minimal direction, the Community outreach Coordinator serves as Nevada State High School's liaison to the community to create and maintain a favorable image in the community of the school as a leader in educational reform. Additionally, this position requires the coordination and direction of activities that include, but are not limited to the following: recruiting, registering, social networking, messaging, fundraising, distributing information, and special projects.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION**

1. Provides information to community and media about the school as a leader in educational reform.
2. Prepares reports for school leaders to make decisions.
3. Participates in the development and implementation of enrollment strategies.
4. Identify/coordinate/schedule community outreach activities to include locations/facilities.
5. Conducts informational meetings for recruiting new students to the school.
6. Provides messaging for school to use for public consumption.
7. Provides media support to school administration.
8. Works with staff to effectively communicate School goals, programs, and vision to students, parents, community and media.
9. Implements a wide variety of outreach and media initiatives, including the development and implementation of strategic public program and media strategies.
10. Attends and/ or presents at relevant fairs and other community events
11. Prepares a variety of written and oral communications.
12. Serves as speechwriter for administration.
13. Develops a strategic fundraising plan.
14. Ensures that the School interfaces effectively, efficiently, and cooperatively with print, electronic, and television media communities.
15. Assists supervisors and administrators in gathering data for annual reports.
16. Determines compliance with laws, regulations, and procedures.
17. Creates and manages surveys and technology used to recruit new students.
18. Conforms to safety standards as prescribed.
19. Provides for preparing letters and reports on own initiative or as directed by the use of advanced microcomputer software skills to prepare correspondence, complex reports, charts, tables, and forms; prepares, maintains, and provides statistical information; may be required to write/create memos, correspondence, or reports, as directed.
20. Provides for the overall support of the administration with duties related thereto, which includes, but is not limited to working extra hours and beyond the normal work schedule.
21. Performs other tasks related to the position as assigned.

### **MINIMUM REQUIREMENTS OF THE POSITION**

1. Any combination of education, training and/or experience equivalent to: a Bachelor's degree in marketing, public relations, or advertising and/or 3-5 years relevant community outreach experience in the public or private sector.
2. Must be detailed oriented and self-starter.
3. Ability to coordinate/manage recruiting/fundraising campaigns is preferred.
4. Ability to plan, organize, set priorities and work independently with minimal supervision.
5. Ability to develop high impact high visibility articles for public consumption.
6. Ability to develop a system of public outreach that maximizes public dollars.
7. Ability to show professional dress on a daily basis, speak and articulate professionally.
8. Ability to keep information confidential and maintain an ethical attitude.
9. Ability to interpret, explain, and apply written and oral instruction/procedures/regulations.
10. Ability to use discretion and make sound judgments, as appropriate.

11. Ability to determine procedures for handling unique problems.
12. Ability to concentrate on accuracy of details.
13. Ability to work under pressure, meet short deadlines, and flexible hours/shifts.
14. Ability to use judgment as to when to act independently and when to refer to supervisor.
15. Ability to cooperate with management, staff, outside agencies, and the public.
16. Ability to recognize and report hazards and apply safe work methods.
17. Ability to demonstrate strong communication skills
18. Ability to promote public relations and deal tactfully and diplomatically with people
19. Ability to gain cooperation and conformance without authority
20. Ability to handle tasks with speed and accuracy
21. Ability to keep a clean orderly office
22. Ability to meet timelines
23. Ability to work cooperatively with employees, students, parents, the public, and other agencies
24. Ability to maintain communications on the Internet via web pages
25. Ability to establish and maintain strong relationships with key media outlets and to propose and conduct special media events including press conferences and press receptions.
26. Ability to prepare press kits and written statements for distribution to the news media on complex and/or sensitive educational subjects

**EXAMPLES OF ASSIGNED WORK AREAS:**

1. Strength: Light to Moderate – exert force between 20 – 50lbs. Occasional amount of force frequently to lift, carry, push, pull, or move objects especially when cleaning.
2. Physical Demands: Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintains concentration for an extended period of time. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and occasional far acuity. Vision to read printed materials, VDT screens or other monitoring devices.
3. Environmental Conditions: Climate controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods.

**QUALIFICATIONS:**

1. Any combination of education, training and/or experience equivalent to: a Bachelor's degree in marketing, public relations, advertising or mass communications and/or 3-5 years relevant community outreach experience in the public or private sector.
2. Must possess knowledge of advertising/marketing strategies, News Media, freedom of press and access to public information entitlements and restraints, public speaking techniques, correct English usage (grammar/spelling/punctuation/vocabulary).
3. Keyboarding of greater than 40 words per minute; and
4. **MUST** have intermediate knowledge with Microsoft Office Products especially MS Powerpoint/Word/Excel/Outlook; a skills test will be given
5. Bilingual in English and Spanish a plus

**DOCUMENTS REQUIRED AT TIME OF APPLICATION:**

To apply for this position please complete the following:

1. Complete and email the following to Nevada State High School at [jhawk@earlycollegenv.com](mailto:jhawk@earlycollegenv.com)
  - a. Nevada State High School Application (download at [www.earlycollegeNV.com](http://www.earlycollegeNV.com))
  - b. Copy of most current resume
  - c. Copy of education, training and/or experience equivalent to: a Bachelor's degree in marketing, public relations, or advertising and/or 3-5 years relevant Community Outreach experience in the public or private sector.
2. Complete an online questionnaire at [www.earlycollegeNV.com](http://www.earlycollegeNV.com)

**HIRING PROCESS AND TENTATIVE DATES:**

Based on initial screening of applications, resumes, and questionnaires candidates may be invited through email notification to participate in the following:

1. Skills test for candidates;
2. Oral interview of candidates (TBD); and

Nevada State High School is actively seeking to fill this position in a timely fashion. Initial review of applications, resumes and questionnaires will begin on Wednesday, December 12, 2012 and will continue regularly through January 2013. Check back here frequently to see the most current status of this position.