



Example of Community Outreach Specialist Job Description

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Our innovative and growing company is looking to fill the role of community outreach specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for community outreach specialist

- Acts as liaison with the community and represents the college/campus and the university as directed
- Assists with the development and implementation of objectives and goals for community outreach and community relations for the School and the university
- Assists with strategic planning and with the development and implementation of long and short-term goals and develops goals and objectives based on School and university goals
- Coordinates a resource network that may include working with alumni, volunteers, faculty, students and staff to plan and execute external and internal events
- Manages communications for the School in partnership with the central Public Affairs office, duties including preparing press releases, newsletters and managing social media with a team of staff
- Performs needs analysis and assessments aimed at identifying opportunities to inform the public and the general community about the university and the college/campus
- May lead, provide direction, and train other staff, volunteers and/or student employees
- Analyzes community needs, issues, and concerns regarding the university and college/campus and develops and organizes strategies to address
- Prepares reports on performance of the unit in a variety of areas including

- Assists with the planning and execution of charitable events such as the Hollywood Movie Night benefiting Children's Hospital of Wisconsin, CineLatino Film Festival and more

Qualifications for community outreach specialist

- Ability to travel throughout Louisiana to perform and participate in tasks as assigned
- Ability to travel up to 75% of the time (local domestic travel within the community)
- Ability to travel throughout South Texas to perform and participate in tasks as assigned
- Bachelor's degree in and experience in development, communications, event planning or health promotion
- Ability to work with a wide range of people including persons with dementia, family caregivers, physicians, corporations, volunteers, legislators and public policy officials
- Strong organizational skills to plan and implement events