

Bristol Bay Economic Development Corporation

Job Description



Position Title: Community Outreach Coordinator

Position Description:

The Community Outreach Coordinator works closely with BBEDC management and staff to promote awareness about BBEDC programs and services in communities through the development of effective outreach materials, conducting a variety of outreach activities and building cooperative relationships.

Qualifications:

- ❑ Bachelor's Degree in Journalism, Marketing, Communication, Business or related field preferred. Relevant work experience with demonstrated ability to job meet requirements may be substituted for education.
- ❑ Knowledge of Bristol Bay, its people and culture is preferred.
- ❑ Strong public speaking and presentation skills.
- ❑ Strong verbal and written communication skills.
- ❑ Computer experience required including proficient use of Microsoft Office and Adobe Acrobat preferred. Website (WordPress), other design software and social media experience is a plus.
- ❑ Good editing skills.
- ❑ Ability to create engaging displays and outreach education materials.
- ❑ Attention to detail.
- ❑ Ability to analyze data and communicate results clearly and efficiently.
- ❑ Must be well organized and able to manage multiple priorities and deadlines.
- ❑ Ability to work independently as well as with a team.
- ❑ Ability to work with the public in a group and a one-on-one basis in a pleasant businesslike manner.
- ❑ Available to attend evening and weekend community events and meetings.
- ❑ Must be willing to travel using commercial airlines as well as small air taxis, including overnight trips.
- ❑ A valid driver's license is required.

Duties & Responsibilities

- ❑ Works under the direction of the Chief Operating Officer.
- ❑ Coordinates production of newsletters, annual reports, program directories and other informational materials.
- ❑ In conjunction with BBEDC management, produces news releases and announcements used to communicate BBEDC programs, opportunities, successes and developments.
- ❑ Assists with creating, maintaining and updating BBEDC's presence on the internet, including website and any other approved social media tools employed.
- ❑ Responds to incoming inquiries from communities and residents, providing appropriate resources and information.
- ❑ Establishes and maintains cooperative relationships between individuals or community organizations and BBEDC.
- ❑ Identifies and coordinates outreach events and presentations to a variety of audiences throughout the region and communicates with staff regarding shared responsibilities.
- ❑ Organizes and maintains corporate photo library.

- ❑ Develops and maintains accurate outreach recordkeeping, contacts, analysis and reporting to improve the efficiency of outreach activities.
- ❑ Attends relevant community meetings and events representing BBEDC as assigned.
- ❑ Assists with program tracking and data collection for strategic use.
- ❑ Assists with residency research.
- ❑ Maintains strict confidentiality of all corporate and client information.
- ❑ Other duties as assigned.

Reports To: Chief Operating Officer

Salary Range: 24.00-26.50 per/hr. DOE

Duty Station: Dillingham