



Job Description

JOB TITLE: Community Outreach Coordinator

LOCATION: Phoenix Indian Center
4520 N Central Ave., Ste. 250, Phx 85012

GRADE: Full time - Non-Exempt

SALARY: DOE

HOURS OF WORK: Full Time, Monday – Friday, some evenings and weekends

CHAIN OF AUTHORITY: Board of Directors, CEO, CXO

CLOSING DATE: Open Until Filled

JOB SUMMARY:

Establish and maintain good business partnerships with local employers, community leaders, municipalities, and other stakeholders. Execute comprehensive outreach and serve as a liaison to enhance communications and relationships. Make recommendations, update and implement related outreach plans, proposals, and/or initiatives. Determine information needs and track emerging issues potentially affecting the PIC program areas (Workforce Development, Prevention, Youth Development, and American Indian Culture).

Work closely with Program Managers and team members to build partnerships with community agencies and businesses for shared resources, collaboration, and training opportunities. Perform technical, financial, regulatory and legislative research and analysis associated with PIC needs. Establish strategic partnerships with outside agencies as directed by the Program Managers. Acquire and analyze information and technical data from internal and external sources. Collaborate with inter-departmental and cross-functional teams related to issue areas as needed. Attend numerous meetings and community events and represent PIC before local, state, tribal and other organizations as directed. Provide technical and administrative support as needed; plan and conduct special projects and events as assigned.

MAJOR FUNCTIONS:

- Build and maintain strong relationships with local employer's community leaders, municipalities, and other stakeholders.
- Partner with local agencies and businesses to identify resources to address and maximize client development.
- Conduct continuous outreach to local agencies and businesses to obtain current and accurate information.
- Conduct outreach, including cold calls, to the business community to promote program services and support services provided.

Job Description

Community Outreach Coordinator

- Collaborate with Program Managers and team members to ensure team is aware of local opportunities.
- Coordinate all request for community outreach.
- Other duties as assigned.

SUPERVISORY REPSONSIBILITIES:

No supervision required.

MINIMUM QUALIFICATIONS:

- Bachelor's degree with 3 years in related field or combination of equivalent education and experience
- At least 2 years of experience in business administration, public administration or sales
- Knowledge of area job market, workforce trends, Workforce Board, partner programs and services
- Ability to
 1. communicate effectively, orally and in writing, in both group or individual settings
 2. conduct effective meetings and negotiations
 3. manage multiple resources
 4. work in a fast-paced environment demonstrating flexibility and ability to adapt to change
- Excellent customer service, organization, and problem resolution skills
- Knowledge of the social, educational and economic issues of off-reservation American Indian population
- Proficient in Microsoft office suite

PREFERENCE:

In accordance with the Indian Preference Regulations, preference is given to American Indians. To claim American Indian preference, a copy of tribal affiliation must be submitted with resume and supplemental information form.

Note - All staff requirement(s):

- Must have or be able to obtain a State of Arizona Department of Public Safety Fingerprint Clearance Card within 90 days of employment
- Must have dependable transportation, valid driver's license, and automobile insurance coverage in compliance with Center requirements
- Must be available to work evenings and weekends

SUBMIT CURRENT RESUME INCLUDING SUPPLEMENTAL INFORMATION TO:

PHOENIX INDIAN CENTER, INC. - Personnel

4520 North Central Avenue, Suite 250 | Phoenix, Arizona 85012

PH: 602-264-6768 Ext 2103 | FAX: 602-274-7486

www.phxindcenter.org Click on Contact Us