



Staff Position Recruitment

Touro University Nevada is seeking a full-time Community Outreach Coordinator for the Advancement Office. Under general supervision, the Community Outreach Coordinator in the Office of Advancement is responsible for planning, organizing and implementing the university's community outreach initiatives designed to help build awareness of, interest in and participation with the university through outreach activities in the Active Aging Center, Mobile Healthcare Clinic, Caring Without Walls, and other outreach programs. Responsible for planning, promotion, and facilitation of community outreach events held on the TUN campus and serves as a liaison with community groups interested in partnering with Touro University Nevada.

DUTIES AND RESPONSIBILITIES:

The following outlines the basic responsibilities of this position. **Other duties to be assigned as necessary.**

BROAD RESPONSIBILITIES:

The individual in this position will be responsible for advancing the mission of Touro University Nevada by:

- Seeking out, establishing, and maintaining effective relationships with a variety of community groups, agencies and other organizations that benefit the university.
- Planning, promoting, executing and evaluating outreach activities, campaigns, strategies, and initiatives that promote the university and its programming and projects to the local community.

SPECIFIC RESPONSIBILITIES:

- Create and implement an annual community outreach plan for the Active Aging Center, Mobile Healthcare Clinic, Caring Without Walls and other outreach activities.
- Design collateral materials and forms such as event registration documents, questionnaires, checklists, etc., to ensure proper collection of data on outreach efforts and activities.
- Serve as a liaison to collaborate with external community leaders and organizations to plan, create, and execute outreach program activities. This includes the development of seminars, lectures, multi-generational activities, and educational workshops that address the identified needs of the community.
- Working with the Director of Marketing and Public Relations, develop and oversee production and maintenance of community outreach publications and other print, online and electronic marketing materials, including upkeep of the

university's web pages related to community outreach and the Active Aging Center.

- Manage all aspects of event planning/logistical support for community outreach events taking place in the Active Aging Center, Mobile Healthcare Clinic, and Caring Without Walls to include, but not be limited to, booking/scheduling of events, ordering catering and audio/visual equipment, facility set-up and tear down, preparation of marketing/promotional materials, etc.
- Represent community outreach interests on appropriate university-wide committees.
- Represent the university with community organizations and at community functions as needed.
- Coordinate with the Director of Marketing and Public Relations and the university's public relations consultant on social media initiatives related to community outreach.

SUPERVISORY RESPONSIBILITIES:

- This position does not have supervisory responsibilities.

QUALIFICATIONS - EDUCATION, TRAINING AND/OR RELATED EXPERIENCE:

- Baccalaureate degree from a regionally accredited college or university. Preference given for degrees in Business, Communications, Marketing, Public Relations or a related field.
- Minimum three years of experience in community outreach or special events.
- Preference given to candidates with experience working with local Southern Nevada community organizations, agencies, and government officials.
- Preference given to candidates who speak Spanish.

CORE COMPETENCIES:

- Strong interpersonal communication skills.
- Proven ability to form and implement lasting partnerships in the community.
- Excellent oral and written communication skills, including public speaking and presentation skills.
- Familiarity with online media and marketing, including social media networking websites.
- Detail-oriented with the ability to plan, organize, multi-task, and meet multiple deadlines.
- Creativity and ability to examine issues from multiple angles.
- Self-motivated with the ability to work both independently and collaboratively as part of a team.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) with preferred experience in using Adobe Creative Suite programs (InDesign).
- Experience with database management systems.
- Occasional weekend and evening work will be necessary.

Additional Information:

Touro University Nevada offers generous benefits to eligible employees including: health and optional dental/vision coverage; life insurance, short-term disability, long-term disability, a tax-deferred retirement plan, numerous paid holidays, and more. See www.tun.touro.edu for additional information about the university and its programs.

To Apply:

Internal Candidates:

Accepting internal candidates only; from, **June 29, 2015 through July 3, 2015**. Interested candidates email letter of interest and resume to HRCareers@tun.touro.edu. All interested internal candidates **must apply** no later than **midnight July 3, 2015**.

Applicants without required items will not be reviewed.

External Candidates:

Accepting external candidates **starting July 3, 2015** until the position has been filled. Interested candidates should email letter of interest, resume, and 3 professional references to HRCareers@tun.touro.edu. Applicants without all three items will not be reviewed.

Resumes apply only to this position and are not kept on file. Screenings will begin July 6, 2015. Applicants will be reviewed until the position is filled.

Touro University Nevada is an EEO.