

# Leadership Springfield Program Outreach Coordinator: Job Description

Job Title: Program Outreach Coordinator  
Report To: Executive Director

Hours: Full Time  
Location: Springfield, MO

## Position Summary

The Program Outreach Coordinator is responsible for the outreach and recruiting efforts for Leadership Springfield's community leadership programs. The Program Outreach Coordinator is responsible for the planning, execution, and evaluation of the Access Class. This role focuses on engaging with the community, building relationships, and promoting the organization's mission and initiatives, through Access Class and custom programming efforts.

## Skills

- Critical thinker with the ability to research and communicate results.
- Able to work quickly and follow instructions while remaining professional.
- Knowledge of or willing to learn Leadership Springfield programs.
- Detail-oriented with excellent communication skills.
- Talented writer and ability to speak professionally when needed.
- Model high standard of excellence and quality demonstrated by Leadership Springfield programs & mission.

## Major Roles & Responsibilities

- **Outreach and Recruiting for Programs:** Develop and implement outreach strategies to connect with local community stakeholders, individuals and organizations, including but not limited to communication through phone, email and in person.
- **Program Preparation & Execution:** Assist in the planning, development, and execution of program initiatives, specifically the Access Class and custom programming. Arrange transportation and catering services for events as needed. Handle logistical details to ensure smooth execution of events and programs. Prepare and assemble necessary materials for events and programs. Oversee and execute the setup and preparation for events to ensure all requirements are met. Create and distribute surveys to gather feedback from participants.
- **Fostering Partnerships and Collaborations:** Develop partnerships and collaborations with other organizations to expand the reach and impact of the organization's programs.
- **Maintaining, Monitoring & Analyzing Outreach Efforts:** Manage contacts and ensure ongoing communication with existing and potential program participants. Monitor and analyze the effectiveness of outreach efforts, adjusting strategies as needed to meet the organization's goals.
- **Participant & Speaker Communication:** Maintain ongoing communication with participants to ensure engagement and satisfaction. Coordinate and schedule speakers for various events and programs.
- **Other Projects:** Take on additional projects as needed to support the organization's mission.

## Physical Requirements & Potential Hazards

The following identifies the physical demands and potential hazards typically encountered by this position that can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

NA: Not applicable, not required of this position.

NE: Requirement is present, but is not essential to the position.

O: Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)

F: Frequent, 34-66 percent of the time.

C: Continuous, over 66 percent of the time

	NA	NE	O	F	C
<b>Sitting</b>				X	
<b>Walking</b>				X	
<b>Standing</b>			X		
<b>Running</b>	X				
<b>Bending or twisting</b>			X		
<b>Squatting or kneeling</b>		X			
<b>Reaching above shoulder level</b>		X			
<b>Climbing (e.g. ladders)</b>		X			
<b>Driving cars, light duty trucks</b>			X		
<b>Driving heavy duty vehicles</b>	X				

Using foot controls	X				
Repetitive motion of hands/fingers				X	
Grasping with hand, gripping				X	
Lifting/carrying 10-25 pounds			X		
Lifting/carrying 26-50 pounds			X		
Lifting/carrying more than 50 pounds		X			
Pushing/Pulling			X		
Work in/exposure to inclement weather		X			
Work in/exposure to cold water	X				
Exposure to dust, chemicals or fumes	X				
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases	X				
Exposure to blood, body fluid, or potentially contaminated materials	X				
Exposure to needles or sharp implements	X				
Use of hot equipment (e.g., ovens)		X			
Exposure to electrical current	X				
Seeing objects at a distance		X			
Seeing objects peripherally		X			
Seeing close work (e.g., typed print)					X
Distinguishing colors		X			
Hearing conversations or sounds					X
Hearing via radio or telephone				X	
Communicating through speech					X
Distinguishing odors by smell		X			
Distinguishing tastes		X			
Exposure to wild/dangerous animals	X				

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Employee Signature

Print Name

Date

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Executive Director Signature

Print Name

Date