



## Outreach Coordinator

**Department:** Civic Institute  
**Status:** Exempt, Full Time  
**Closes:** Open until filled

**Reports To:** Director of the Civic Institute  
**Classification:** Administrator

### POSITION SUMMARY

The Outreach Coordinator will be responsible for working alongside Civic Institute staff in connecting the department with the surrounding community. The position will focus on relationships and communication with project partners and other community stakeholders. Specifically, this position will be responsible for coordinating prevention activities, carrying out aspects of community-based strategic plans, and developing other outreach and public relations avenues to support the Civic Institute and the department's projects.

### DUTIES AND RESPONSIBILITIES

- Serve as the primary liaison between the Civic Institute and the Prevention strategies of the Unified Erie violence reduction initiative.
- Engage with community stakeholders to carry out the strategies on the Community Action Plan.
- Represent the Civic Institute at community collaborative initiatives such as the Policy and Planning Council, the Criminal Justice Advisory Board, and the Home Team Homeless Coalition.
- Understand and effectively communicate the Communities That Care process as well as the local Erie County assessment that drives the Community Action Plan.
- Coordinate and facilitate the prevention subcommittees of the Erie County Policy and Planning Council and others as assigned.
- Attend all necessary local and state training meetings required for Communities That Care.
- Develop and maintain effective working relationships with local leaders and community organizations to support Civic Institute projects.
- Assist in publications and communications regarding Civic Institute and our partner collaboratives as needed.
- Maintain website and social media accounts connected to the Civic Institute projects, as needed.
- Other duties as necessary.

### EDUCATION AND EXPERIENCE

- Bachelor's Degree required with a minimum of 3 years work experience preferred.
- Applicants must possess excellent presentation, communication, writing, organizational and interpersonal skills.
- Experience and understanding of working collaboratively in communities, strategic task management, and implementing community-based initiatives is required.



## APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources Mercyhurst University  
501 East 38th Street  
Erie, PA 16546  
[hrinfo@mercyhurst.edu](mailto:hrinfo@mercyhurst.edu)

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**Candidates must be currently eligible to work in the United States.**