



MERCYHURST

UNIVERSITY

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Erie, PA 16546

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mercyhurst.edu

Outreach Coordinator, Civic Institute

Location: Erie

Department: Civic Institute

Reports to: Director of Civic Institute

Full Time

Classification: Administration

Open until filled

BRIEF 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, other community stakeholders, university faculty and administration. 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.

SKILLS REQUIRED

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 working collaboratively in communities, grant writing, community planning and implementing community-based initiatives is required.

SPECIFIC DUTIES

- Develop and maintain effective working relationships with local leaders and community organizations to support Civic Institute projects
- Collaborate with Mercyhurst faculty and administration to engage students in community-based initiatives
- Serve as the primary liaison between the Civic Institute and 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
- Assist with the development and/or writing of grant applications seeking funding to support ongoing initiatives of the Civic Institute
- 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
- Other duties as necessary

APPLICATION PROCESS

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

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

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