

## **Outreach Projects Coordinator**

Reports to: VP of Audience & Community Engagement

**Nature and Scope of Position:** The Outreach Projects Coordinator will represent Discovery Center on a project implementation team leading the on-the-ground efforts necessary to advance statewide community relationships and offer educational programming and resources to rural sites around the state.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skills and/or abilities required:

- Bachelor's Degree in Education or equivalent related field is required; Masters is desirable
- Three years or more successful experience in education / program management. This includes early childhood educational programming, creation of programs, and program evaluation.
- Excellent interpersonal and communication skills; administrative and management skills; public speaking skills; organizational and planning skills; attention to detail and follow-through capabilities.
- Demonstrated ability to establish and maintain effective working relationships within and outside the organization
- Ability to work well with others in team situations.
- Demonstrated ability to handle multiple, high priority activities simultaneously.
- Multilingual skills are an advantage.

### **Key areas of responsibility**

The Outreach Projects Coordinator will:

- Support on the ground efforts for the grant-funded initiative, The Tennessee Rural Impact Project (TRIP).
- Assist in the development and implementation of Discovery Center and project-specific education programs, ensuring impact and outcomes are meeting project goals, partner expectations, current curriculum standards and are innovative, inspiring, and of the highest quality.
- Will work with the TRIP Leadership Team and educators based across Science Alliance of Tennessee museums in coordinating, implementing and gathering data at various rural sites for TRIP
- Will help plan, facilitate and evaluate public and museum-based TRIP events

- Will work directly with site-specific community member advisory teams as assigned by TRIP Leadership team (specific site responsibilities will depend on Alliance partner leads for each site)
- Ability to interact effectively, professionally, and courteously with community members, families and staff.
- Ability or willingness to learn how to properly operate Discovery Center vehicles. Must possess a valid Tennessee Driver's License.
- Other duties as assigned.

**Competencies:**

- Strong communication skills
- Results-oriented
- Quality-minded
- Multi-task
- Client service-minded
- Organized
- Interpersonal skills
- Attention to detail
- Flexibility
- Prioritization skills
- Punctuality and timeliness
- Positive, upbeat attitude
- This job requires periods of standing, sitting, walking, use of hands and arms, bending, lifting, use of computer and keyboard, listening and speaking in person and on the phone.
- Noise level varies from quiet to loud
- Temperature varies from hot to cold

Applicants should submit a cover letter and resumé, with subject heading "Outreach Projects Coordinator" along with 4 references to [dmccreedy@exploredc.org](mailto:dmccreedy@exploredc.org).