

OUTREACH COORDINATOR

Job Overview

The outreach coordinator is responsible for supporting the Institute's communications efforts and events including assisting in (a) planning, coordination, and program development for events, (b) implementing strategic communications plans and developing communication content, and (c) managing sponsorships and speaker facilitation requests.

Buffett Early Childhood Institute Profile

Envisioned as a new model for how public higher education is engaged in the first years of life, the Buffett Early Childhood Institute (<https://buffettinstitute.nebraska.edu/>) is a four-campus, university-wide, multidisciplinary research, education, outreach, and policy institute of the University of Nebraska committed to helping transform early childhood development and education in Nebraska and across the nation. The long-term goal of the Institute is to be a leading center where scholars, practitioners, community members, and policymakers collaborate to advance a unified approach that can improve the lives of young children and families and the systems that support them.

Applicants should note that the goals of the Institute are university-, state-, and nation-wide, but the location of the Institute administration office is in Omaha. The position will work primarily out of the Omaha office. Regular hours at the Institute and for this position are Monday through Friday, 8 a.m. to 5 p.m., with some evening and weekend assistance when events occur outside of normal work hours. This position may also require some travel.

Job Responsibilities

This job description is not to be considered an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related duties as requested. This list describes major responsibilities to support the Buffett Institute by leveraging events and sponsorships to meet Institute goals.

Outreach Coordination (45%)

- Assist the senior events and outreach manager in conference, meeting, and outreach event arrangements including logistical support, catering, technology and presentation requirements, and travel and accommodations for speakers and participants.
- Develop annotated agendas and conference notes to help ensure events meet programmatic and communications objectives. Conduct conference and meeting follow-up that documents key discussion and action items.
- Attend site visits to review and secure conference and meeting sites to ensure appropriate set-up and negotiate agreements with venues as necessary. Develop and cultivate relationships with both university staff and outside vendors to help organize events.

- Leverage knowledge of the database to assist in building lists for event invitations and disseminating reports, etc.
- Attend identified event and project kickoff, recurring, and debrief meetings.
- Retain awareness of registration process and status for multiple events and provide on-demand reporting of response rates, VIP interest/engagement, and anticipated attendance figures.
- Ensure assigned project budgets are updated and expenses are documented.
- Assume other responsibilities as defined by the senior events and outreach manager

Communications Coordination and Support (45%)

- Work with multiple principal investigators with the content development of materials, including writing and editing publications, press materials, newsletter content, and website copy in alignment with an editorial plan.
- Support coordination of communications project responsibilities and timelines with Institute and external organization partners.
- Build and sustain positive relationships with various groups, including the NU campuses, partner organizations, early childhood communities, and Institute staff.
- Work with internal staff, external agencies, and contractors to assist with the implementation of strategic communications plans and strategies to achieve the Institute's public outreach and education goals and initiatives.
- Assist with the development of Institute publications, including writing and editing publications, press materials, and website copy in alignment with an editorial plan.
- Assume other responsibilities as defined by the director of communications.

Sponsorships and Speaker Facilitation (10%)

- Assist in the receipt, evaluation, processing, coordination, and fulfillment of Buffett Institute speakers bureau requests.
- Identify and provide relevant materials as part of sponsorships for conferences, booths, presentation support, etc.
- Participate in year-over-year speaking engagement and sponsorship tracking efforts.
- Assume other responsibilities as defined by the senior events and outreach manager.

Required Qualifications

- Bachelor's degree
- Three years of experience that includes:
 - Event planning, coordinating, and logistics including:
 - Working with vendors (food, hotel, venue, technology, etc.) to ensure project coordination and deadlines are fulfilled
 - Providing on-site staff support for in-person events
 - Providing technical support for virtual events
 - Managing issues and troubleshooting emerging day-of-event matters
 - Conducting site visits and support planning meetings for events
- Demonstrated proficiency in verbal and written communication skills with attention to detail
- Demonstrated success in managing and executing communications strategies
- Project management experience

Preferred Qualifications

- Bachelor's degree in communications, journalism, or marketing
- Five years coordinating event logistics

- Experience working in a university, non-profit, and/or government setting
- Experience with project management software
- Fluent in oral and written Spanish

An equivalent combination of education and experience from which comparable knowledge and abilities can be acquired may be considered.

The ideal candidate is a proactive self-starter with strong organizational, communications, outreach skills, and excellent writing ability. Demonstrates independent judgment and decision-making skills; an aptitude for event logistics; the ability to facilitate collaboration and teamwork across the communications unit, across the organization and external partners; creative and analytical problem-solving, understanding and experience in communication strategies for content development and editing; the ability to work independently as well as part of a team; a track record of timely completion of projects with strict deadlines; the ability to responsibly manage competing priorities; and a commitment to the ideals of an early childhood education and programs.

How to Apply

Applications are processed through the online job posting at <https://careers.nebraska.edu>. Follow instructions to complete the Standard Application. Along with your application, attach a cover letter, resume, and contact information for three professional references. Direct questions about the position to: humanresources@nebraska.edu. Direct questions about the online application process to: (402) 472-3701.

The University of Nebraska is an Affirmative Action/Equal Opportunity Employer and participates in E-Verify. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, disability, gender identity, sexual orientation or protected veteran status.

ADDENDUM FOR OUTREACH COORDINATOR

Competencies

Nature/Complexity of Work

This position requires an individual who works with considerable independence, energy, initiative, strong work ethic, and sound judgment in a complex day-to-day environment. Strong attention to detail, accuracy, professional discretion, and sensitivity to confidential information, a record of effective teamwork with others, and time management skills are required. Knowledge of the University of Nebraska's organizational structure and interrelationships among the campuses and internal and external constituencies is helpful in this position.

Problem-Solving/Decision-Making

Problem-solving and appropriate decision-making are required in every element of this position. Key duties involve independent judgment regarding analysis of issues and actions required to support day-to-day business transactions. Actions are governed by broad objectives, professional ethics, university procedures, and/or business acumen.

Strategic Input

This individual is required to be proficient and conscientious when representing the Buffett Institute and the university. Administrative review is often necessary before information is released by this position, but the responsibility for error-free detail supporting analytical information rests on the employee.

Know-How

This position demands the ability to take initiative, operate independently, and thrive in a fast-paced and multi-tasking environment. One should demonstrate exceptional interpersonal skills with a strong orientation toward diplomacy, tact, collaboration, and teamwork; exceptional verbal, writing, editing, and proofreading skills; must be detail-oriented and accurate; must have ability to prioritize effectively and quickly respond to shifting priorities; the ability to collect, compile, and analyze facts, draw conclusions, and recommend solutions; possess a strong work ethic and willingness to work beyond regular hours, if necessary; and demonstrate a high level of professional discretion and confidentiality. Thorough knowledge of the integrated marketing communications field is necessary. Ability to interpret and prepare information for analysis activities and communicate findings to management is essential. Must follow Board of Regents bylaws and policies and state and federal law and other NU or Institute rules and regulations.

Technical Skills

This position demands technology proficiency, with a willingness to learn and use new technologies relating to (but not limited to) digital communications tools (website/CMS, CRM, social media), and project and portfolio management. Proficiency using Microsoft Word, Excel, PowerPoint, and Outlook is also required.

Interactions

This position will be expected to manage projects and work collaboratively across units. Ability to advocate new ideas and identify and address obstacles. Construct quality project/work plans with deliverables from minimal definitions. This position will help build and strengthen relationships with the University of Nebraska campuses and must have the ability to work as a member of a team, as well as independently, in a complex environment, and with respect for confidential and sensitive information. This position also interacts with many external constituencies.

Supervision

This position reports to the director of communications.

General Information

Job Family: Public Relations, Marketing & Development

Job Code: Marketing/Communications Associate - 49342502

Salary Range: PR13

FLSA: Non-Exempt

Position Number: 533

Org. Unit Number: 50008150 (BECI)

Date of Last Update: 4/11/2023 by HR

Physical Requirements and Work Conditions

The physical requirements and work conditions described here are representative of what an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Attendance at the workplace is critical. While performing the duties of this job, the employee is routinely required to have vision for up close and far away, talk, hear, sit, and use hands to touch, feel, handle, and operate routine office equipment. The employee is occasionally required to stand, walk, climb stairs, bend, reach, twist, and lift, carry, or move up to 15 pounds. The employee is required to occasionally travel to and participate in meetings and conferences that may require the ability to drive a motor vehicle or stay overnight.

The noise level in the work environment is usually moderate, and there are frequent interruptions as the Institute staff conduct business in cubicles, walled office space, and conference rooms.