

Community Outreach Coordinator

East Arkansas Community College is accepting applications for the position of Community Outreach Coordinator. This position is a full-time, 12-month position and located in Wynne, AR.

Position Summary

The Community Outreach Coordinator will oversee and manage the daily operations of the delivery of instruction and student support in Wynne. The Coordinator will also be responsible for coordinating extensive outreach efforts to local civic and community groups, business and industry partners, and prospective students. Collaborating with faculty and staff, engaging in recruitment strategies, providing supports to students, and promoting the overall college mission and vision will be key components of the Coordinator's duties.

Knowledge, Skills, and Abilities

Qualified applicants must possess excellent communication skills, both oral and written, have the ability to effectively network with area constituents, such as school districts, business and industry, and civic organizations in order to promote the college's presence in Wynne, and engage in effective time management and multi-tasking in order to serve the needs of numerous groups, including students, faculty, and staff. As a representative of EACC, qualified applicants must exhibit professionalism and demonstrate excellent interpersonal skills.

Minimum Qualifications

The formal education equivalent of a Bachelor's degree is required with preference given to applicants with a Master's degree. The ideal candidate will have previous experience in community outreach, working in an education setting, and/or engaging in public relations. Qualified candidates must be self-motivated, independent, and task- or project-oriented while maintaining the ability to be flexible. Applicants must reside in Cross County and have active community involvement. Willingness to locate to the community upon employment will be considered.

Please submit an EACC application, resume', and transcripts to the EACC Office of Human Resources, 1700 Newcastle Road, Forrest City, AR 72335 or via email to humanresources@eacc.edu . Applications may be found at www.eacc.edu/employment. Review of applications will begin immediately and continue until the position is filled.

EACC is an AA/EO employer.