



Community Outreach Coordinator

Job Code: 6652

Salary Grade: S08

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Collaborates with the Program Manager, Principal Investigator, organizations, peers and/or volunteers to identify, plan, and implement strategies for various programs. Contributes to the design, development, implementation, and evaluation of educational programs. Collects and analyzes data to identify community needs before implementing programs to multiple audiences across the state of Oklahoma.

- Assists with the development of outreach strategies and marketing tools to reach priority audiences.
- Identifies resources and opportunities to implement programming and policy, system, and environmental changes.
- Collaborates with program teams, community organizations, peers, and volunteers in the execution of events and activities.
- Contributes to the design and implementation of the program components.
- Develops and maintains mutually beneficial relationships with agencies and organizations across the state.
- Provides program information to the public through public relations and media campaigns.
- Identifies the availability of services and resources and related gaps, identifies local and state policies related to the availability of and access to services.
- Identifies opportunities to impact relevant policies.
- Distributes educational materials and programs to community agencies, local government, and state government.
- Provides guidance to agencies and organizations on assessment of education needs and on development and delivery of education programs.
- Seeks funding opportunities to expand programming for priority audiences.
- Provides educational program development, delivery, and evaluation.
- Implements and manages community-based projects involving community partners and stakeholders.
- Prepares and distributes education materials (videos, blogs, brochures, flyers, etc.).
- Prepares monthly reports of all activities performed and assigned program objectives.
- May conduct literature searches relevant to the program.
- Maintains records for reporting purposes.
- Develops, prepares, and coordinates project applications and project-related activities to obtain funding for education programs and related work.
- Organizes community events, trainings, conferences, and community presentations.
- May assist with formative and summative program evaluation including the design, implementation, and assessment, and the development of recommended improvements.
- May serve as the moderator and data analyst for qualitative research methods.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's Degree.

Equivalency/Substitution: Will accept 48 months of experience in lieu of the Bachelor's Degree for a total of 60 months experience.

Experience:

Required: 12 months experience in community outreach activities or health education.

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge of community outreach practices
- Knowledge of qualitative and quantitative research methods
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Must have time management and organizational skills
- Strong interpersonal skills and ability to work in a team setting



JOB DESCRIPTION

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- Strong written and verbal communication skills
- Must have social media and marketing skills and media relations
- Ability to plan events and coordinate programs
- Computer proficiency including Microsoft Office, graphics, presentation software, and create web-pages
- Detail oriented and demonstrated organizational skills.
- Available beyond typical workday for community programming and research

Working Conditions

Physical: Sit for prolonged periods. Communicate effectively. Manual dexterity.

Environmental: Standard Office Environment

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