

Outreach Coordinator Job Description

The Outreach Coordinator (OTC), a member from the Board of Directors, works in conjunction with the board president to promote the mission of Pine Bluff Pool to the greater community and oversee special fundraising under the authority of the Pine Bluff Board of Directors.

A qualified candidate for the OTC will display:

- Demonstrated success in public relations and communication
- Experience in fundraising
- Creativity and enthusiasm
- Dependable follow-through
- Business connections
- Familiarity with grants is a plus

Job Duties:

- Analyze and present creative revenue streams to the board of directors
- Research and secure grants as possible
- Secure and grow business sponsorships
- Grow community connections through various creative means
- Secure presentations or meetings to present the mission
- Organize outreach to target markets (such as neighborhoods and schools) in conjunction with the Advertising Coordinator
- Distribute advertising literature as needed
- Create welcome packets for guests in conjunction with the Advertising Coordinator and Hospitality Coordinator
- Create systems for reaching out to previous members