

Class Code:.....0793  
Position#:(PSA).....  
Developed by:.....MG  
Reviewed by:.....SG  
Approved by:.....LK  
Date:.....04/10

UNIVERSITY OF RHODE ISLAND

Position Description

**TITLE:** Coordinator, CELS/Community Engagement & Outreach Programs  
**DIVISION:** Academic Affairs (CELS)  
**REPORTS TO:** Director, Cooperative Extension Education Center  
**GRADE:** 8  
**SUPERVISES:** Research Assistants, support staff, interns, student workers

**BASIC FUNCTION:**

Coordinate the development, administration and management of community engagement and outreach programs of the URI Outreach Center

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Develop, implement, evaluate and provide guidance for adult and youth education/outreach programs and projects conducted by the URI Outreach Center and Cooperative Extension, including programs relating to horticulture, energy and other environmental or science-based topics that may emerge.

Oversee planning and coordination of URI outreach and extension-based community events on a range of environmental and science-based topics to engage and educate the public.

Explore technology, including social marketing, to promote program efforts and make resources available to a broader audience at lower costs.

In consultation with the Director, develop strategic and implementation plans as required for education and outreach programs on the range of subjects addressed by the Center including, but not limited to, sustainable horticulture, energy, agricultural and waste management.

Assist the Director with the timely preparation and submission of relevant federal, state and university required progress reports, including Land Grant reporting.

Seek and acquire external funding to support program staffing and programs.

Work with the Director on programs and policies which will enhance URI outreach and extension's public, political and funding support.

Work with the Director to develop new programs, pathways and partnerships to apply URI resources to problems of community significance.

Develop partnerships with private and public agencies and organizations that strengthen program development, implementation and evaluation.

Serve as an advisor to URI regarding policies and guidelines related to campus activities related to outreach and extension programs.

In collaboration with the Director and College and University leadership, promote the scholarship of outreach and engagement.

Act as enthusiastic advocate and spokesperson for the mission of providing unbiased information of the highest quality and integrity to solve problems for community stakeholders.

Assist the Director in managing budgets and developing sustainable financial plans for programs at the Center.

**OTHER DUTIES AND RESPONSIBILITIES:**

Represent the Director as needed.

Interact as needed with campus, local, state and federal officials.

Perform additional duties as requested.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers, fax machines, scanners; word processing, database management, browser-based, graphical and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**Required:** Bachelor's degree in environmental or other sciences or a related field; three years of experience in educational programming, including two years of experience researching and organizing educational programs for youth and adults; experience working with volunteers relating to environmental and horticultural skills, including docent recruitment, training and management; work experience in a higher education setting; familiarity and experience with Cooperative Extension; demonstrated ability to design and conduct training programs for various audiences, including the general public, municipalities, non-profits, and private businesses; demonstrated ability to plan and implement complex projects, and to communicate effectively orally and in writing; strong interpersonal skills; ability to organize, coordinate and supervise support staff; proficiency with MS Office, social networking systems, database management software and Web site management.

**Preferred:** Website development skills.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**