

Community Outreach and Program Support Coordinator
University at Buffalo, The State University of New York

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Downloaded On: Jul. 17, 2024 12:55pm

Posted Jun. 27, 2024, set to expire Oct. 27, 2024

Job Title	Community Outreach and Program Support Coordinator
Department	Center for Entrepreneurial Leadership
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jun. 27, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Communications/Public Relations
Job Website	https://www.ubjobs.buffalo.edu/postings/51041
Apply By Email	
Job Description	

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The UB School of Management [**Center for Entrepreneurial Leadership \(CEL\)**](#) is seeking a full-time **CEL Community Outreach and Program Support Coordinator** to oversee community engagement efforts and provide program support for center activities. Success in this role includes execution of current marketing, communication, and outreach activities as well as the creation of new initiatives in collaboration with the School of Management marketing team. Day to day program support activities will involve planning and communication to ensure flawless delivery of center programming. The individual will be part of a collaborative team that supports the unique needs of small to mid-size businesses.

The individual must be available to work a flexible schedule that includes evening events (up to 3x per week) and occasional weekend activities. Responsibilities to include:

- Communicate regularly with clients, alumni and volunteers and ensure confidentiality with all information.
- Manage the center's ongoing social media presence in coordination with the School of Management marketing team, including but not limited to:
 - Google alerts.
 - Posts on all social media channels.
 - Creation of CEL accounts on new forms of social media (if necessary).
 - Interviewing program participants and experts for social media.
 - Taking pictures and/or videos at CEL programs and events for use on social media.
- Assist with the general recruitment efforts of the Center including:
 - Identify, secure, and execute tabling opportunities and event attendance for program recruitment.
 - Assist program directors with candidate outreach, interviews, and customer service.
 - Respond quickly to requests for information and general CEL questions and correspondence.
 - Actively review digital and print sources for potential program candidates.
 - Support open house events.
- Coordinate use and improvement of the CEL CRM management including but not limited to:
 - Event campaigns.
 - E-blasts.
 - Newsletter.
 - Database maintenance.
- Provide program support for the Emerging Entrepreneurs (EE) Program, to include:
 - Coordinate EE recruiting efforts.
 - Move EE applicants through the recruitment, interview and acceptance process.
 - Provide class support including email reminders, printed materials, day-of set-up and

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- coordination with program facilitator.
- Facilitate mentor and reactor volunteer recruitment.
- Support grant writing and reporting needs.
- Support staff in assigned project-based work as needed, including day of event duties.
- Monitor and assist with maintenance of the organization's website.
- Act as liaison between the SOM faculty and CEL businesses to promote project clinic and experiential coursework.
- Maintain strong relationships with CEL vendors within area of job responsibilities.
- Adhere to all UB purchasing guidelines and marketing/communication budgets.

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact