

TOURO COLLEGE

JOB POSTING

Community Coordinator

Reports to: Deans of Lander College for Men/College for Women
Status: Full Time
FLSA: Exempt
Location: Queens

About Touro College:

Touro College is a system of Jewish-sponsored non-profit institutions of higher and professional education. Touro College was established in 1971 primarily to enrich the Jewish heritage, and to serve the larger American community. Over 18,000 students are currently enrolled in its various schools and divisions. Touro College has branch campuses, locations and instructional sites in the New York area, as well as branch campuses and programs in Berlin, Jerusalem, Moscow, Paris, and Florida. Touro University California and its Nevada branch campus, as well as Touro College Los Angeles, are separately accredited institutions governed in common by the same Board of Trustees as Touro College.

JOB SUMMARY:

The Community Coordinator will enable Lander College for Men and Lander College for Women to create a more substantial presence in a number of key communities. A goal is to rebrand the college to bring general educational resources into the communities.

JOB RESPONSIBILITIES:

Assist the Deans in identifying communities for outreach and create programs that can be offered to these communities to include, but not limited to the following:

- Identify 3-5 target communities for initial outreach and mine the talent of Touro's faculty and Rabbaim for speaking engagements and their experience and capabilities to play a significant role in the communities
- Build relationships with community leaders in the target communities and inquire about their program interests
- Cultivate and nurture relationships through follow-through and correspondence
- Develop a database of key contacts who can be invited to help organize in each locality
- Develop innovative programming through the development of unique, meaningful and timely educational opportunities and events
- Serve as liaison between communities seeking Jewish community professionals such as rabbis and educators, and graduates of the Lander College's semicha and education programs.
- Create a geographically based targeting strategy
- Prepare an annual events calendar and budget
- Act as liaison for internal and external communications with communities
- Coordinate special events with new and ongoing community groups
- Develop innovative and audience-appropriate materials and outreach tools for awareness events

- Create basic layout for flyers and promotional material if necessary
- Provide regular status reports and evaluate new programming and special events

REQUIREMENTS:

Education, Preparation, and Training

- Bachelor's Degree
- 3-5 years experience working with outreach in specific communities

Skills

- Experience in a leadership role in community relations/service organization
- Self-motivated, good judgment, and analytical/critical thinking skills
- Knowledge of Jewish community
- Experience in program development, fundraising, volunteer relations and/or staff management
- Facility in building personal and professional contacts and coalitions
- Must be able to work collaboratively and effectively with colleagues in a team environment
- Well organized, detail oriented, and ability to multi-task
- Flexibility to work evenings and weekends
- Resourceful, strategic thinker, creative, and time management skills
- Proven diplomatic and conflict resolution skills
- Strong interpersonal skills are required, both written and oral, as well as a high level of sophistication and maturity in social and professional settings

Physical Demands

- Extensive use of computers
- Ability to lift 5 pounds

Computer Skills

- Proficiency in Microsoft Office Suite including Word, Excel, Power Point, Outlook
- Internet Research

Travel

- Frequent Travel to local area including occasional evenings and Sundays
- Work takes place in Administrative Offices as well as outside venues

Application Procedure:

Please send a cover letter with salary expectations and your resume to: recruit.hr@touro.edu. The subject line of your email should read: "Community Coordinator"

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