

# The Urban Interface

1 Day a Week • 10 hours/month • Staff • Outreach and Planning • Non-Supervisory

## Assistant Outreach Manager

### **Position Summary:**

The TUI Assistant Outreach Manager assists the Director of Outreach and Public Relations in the development and maintenance of outreach events and opportunities. The primary emphasis for this position is focused on developing the outreach potential for the organization.

### **Areas of Work:**

The major areas the Assistant Outreach Manager will be responsible for can include:

- Client outreach and booking
- Invoicing and event confirmation
- Inquiry management and inter-office event communications
- Outreach development and ideation
- Attending weekly and monthly planning meetings

### **Primary Objectives:**

The primary goals and objectives of the Assistant Outreach Manager is to:

- Encourage new event booking and recurring clients
- Promote timely and responsible client communications
- Develop new event ideas and opportunities
- Promote a quality environment for team building and support

### **Position Responsibilities:**

- Identifies and contacts potential events and venues wherein TUI can present its educational programs.
- Responsible for creating and sending invoices to engaged parties and events.
- Assists Director of Outreach and Public Relations in responding to inquiries about potential bookings, coordinating details of TUI's participation in events, and distributing relevant event information to TUI team.
- Assists in brainstorming new ideas for community outreach.
- Reports to the Director of Outreach and Public Relations.

### **Required Knowledge, Skills, and Abilities:**

- Understanding of Microsoft Office and Google Apps
- Technical writing skills
- Time Management and communication skills
- Detail oriented

### **Work Environment**

- While performing the duties of this position, handlers will occasionally be exposed to harsh temperatures, various animals, large crowds of people.
- Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

### **Conclusion:**

This position summary is intended to convey information essential to understanding the scope of the position and the general nature and level of work performed by the Assistant Outreach Manager. But, this summary is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.