

**Job Title:** Community Outreach Coordinator  
**Reports to:** Program Director, Executive Director

**Job Summary:** This position supports the team by coordinating the various community outreach activities and services for the organization.

### **Duties and Responsibilities**

- Create and implement a community and business outreach plan, including supervising the activities and services provided by Guam Cancer Care.
- Organize, attend and present at business, community, and neighborhood group meetings regarding the program and its services.
- Develop public education and information materials, presentations and displays including contributing to the media/social media outreach and website content.
- Oversee and implement public events, meetings, open house information sessions, etc.
- Organize and participate at community outreach activities to educate the broader community about Guam Cancer Care, our activities and projects.
- Respond to public and community inquiries and brief Guam Cancer Care staff on matters of public interest and concerns.
- Participate in education and outreach meetings.
- Oversee the maintenance of a community database of interested parties and issues.
- Perform miscellaneous projects as assigned.

### **Knowledge, Skill and Abilities:**

- Knowledge and experience in working with diverse communities on Guam
- Knowledge of government structures, agencies and policies which impact Guam Cancer Care business and progress
- Exceptional interpersonal skills
- Strong writing and oral presentational skills
- Experience in facilitating public meetings and other public forums
- Exceptional organizational and planning skills
- Work effectively with program managers, coordinators and other team members to articulate project goals, issues and timelines
- Flair for creating engaging displays and public education materials
- Knowledge and command of Microsoft Office (including Power Point and Access)
- Available to attend evening and weekend community events and meetings

**Education and Experience:**

Candidates should have a minimum of five years in community relations, public affairs or related field. Experience within public relations and marketing agency/organization is preferred. A minimum of a bachelor's degree is required.

**Physical Demands:**

The physical demands described here is representative of those an employee encounters while performing this job:

The position is regularly required to extensively make use of close vision to read correspondence and prepare reports and other appropriate communications. S/he must also be able to be transient and hold a valid driver's license to attend community meetings and transport information. As a part of the Guam Cancer Care team, the position will also be required to assist in the physical set-up and preparation for special events and activities. Many meetings and events require evening and weekend attendance.