



**Community Outreach Coordinator
Lone Star Flight Museum
Houston, Texas**

September 2021

Position Overview:

The Community Outreach Coordinator is responsible for development and execution of outreach processes that lead to new partnerships, create community engagement opportunities, and support cross-departmental initiatives. This effort supports programs and initiatives that create meaningful community-focused opportunities for learning and engagement relative to the museum's changing exhibitions, permanent collection, and educational initiatives.

The ideal candidate is a creative, self-motivated, enthusiastic, and detail-oriented individual who has exceptional time management skills and thrives in a team and people-oriented environment. This individual works collaboratively with other museum staff to engage with and promote public engagement to fulfill the museum's mission while diversifying our audience base.

Imperative to the success of this role is to build and sustain relationships with key officials and organizations and work to build a strong and positive reputation, for the museum, within the community.

This individual supports the museum's communications, marketing, education and development efforts.

Position Responsibilities and Duties:

- Develops the strategy and executes the plan to identify, contact and establish working dialogue with education, corporate, non-profit, civic and local government entities throughout the Greater Houston Area.
- Expands education contacts and relationships with, but not limited to Houston region IV, independent school districts, private and charter schools, home school groups as well as other youth programs in the region.
- Manages operations and logistics of all aspects of outreach and external community relationships.
- Builds and implements accountability processes that measure partnership and program accomplishments towards stated goals and maintain mutually beneficial outcomes.
- Collaborates with other inter-departmental staff in development of new programs and enhance existing programs to include potential community partners.
- Represents the museum at various community events, meetings, and presentations.
- Provides and maintains a high level of professionalism when representing the museum.
- Ensures the goals, objectives and expectations of potential community partners are addressed in all potential collaboration.
- Supports short and long-term strategic planning.
- Demonstrates commitment to values of diversity, equity, access, and inclusion.



Essential Experience & Qualifications

- Bachelor's degree in Marketing, Communications, Public Affairs, Public Relations or related fields.
- At least three years of experience working in community or government relations, public affairs, communications, non-profit or other related experience.
- Experience in building relationships with local organizations and stakeholders, along with foundations, corporations, and nonprofit organizations to build support and maintain positive partnerships that enhance the museum's position in the community.
- Strong computer literacy: proficiency in Microsoft Office Suite, Adobe Suite, and other technology, including use of social media, mobile devices and other relevant media.
- Ability to operate effectively and efficiently, both as part of a team and independently, in a fast-paced, dynamic environment with ambitious schedules and plans.
- Excellent project management skills: Ability to plan and organize multiple projects, prioritize duties, problem solve and regularly meet deadlines.
- Excellent interpersonal skills.
- Experience interacting with external stakeholders.
- Exceptional written and oral communication skills required.
- Understanding of budgeting and financial reporting.
- Flexibility to support events and weekend hours.

Status: Full-Time, Hourly, Non-Exempt

Reports to: Chief Marketing Officer

Interested candidates can submit a resume to marketing@lonestarflight.org