

University of Maine Job Description

TITLE: Outreach Coordinator
DEPARTMENT: Canadian-American Center
DATE: March 2024
REPORTS TO: Director

Purpose: This position performs outreach and administrative duties within a small, close-working team in support of a complex academic unit in the College of Liberal Arts & Sciences. This position involves daily contact with a wide variety of constituents both external and internal to the University campus, including students, faculty, university administrators, teachers, business contacts, alumni, and the general public.

Essential Duties & Responsibilities:

- Fulfill responsibilities for Canadian Studies outreach to schools (K-16) as indicated in the Center's Title VI grant.
- Create or help create content for K-16 educators.
- Participate in Canadian Studies and K-16 education conferences.
- Organize workshops and summer institutes in the U.S., Canada, and virtually.
- Promote the visibility of the Canadian-American Center's activities – including producing newsletters, social media content, print and web content, etc.
- Write grant proposals and reports.
- Assist with Study Abroad programs in Canada.
- Assist the director with special projects.
- Develop internship initiatives.
- Build productive relationships with internal and external constituencies.
- Document and archive Canadian-American Center activities.
- Commit to organizational improvement by identifying opportunities to improve, and recommending possible alternatives for a situation.
- Develop and maintain professional relationships that reflect courtesy, civility, and mutual respect.
- Utilize coaching and mentoring methods that provide an environment that is anticipatory, supportive, and encourages constructive feedback on performance.
- Perform other reasonably related duties as assigned.

Knowledge & Skill Qualifications:

Required:

- Graduate Degree.
- Knowledge of Canada.
- Effective oral and written communication skills.
- Demonstrated creativity and initiative.
- Experience in scholarly activities and studies (such as thesis, dissertation, publications and/or conference presentations).
- Experience with Microsoft Office Suite, Google Workspace, and video-conferencing software such as Zoom, and willingness to learn new software programs.
- Ability to work efficiently in self-directed and team environments.
- Ability to travel, normally requiring a valid driver's license and passport.
- Experience/ability to organize events and programs.
- Experience/ability to produce newsletters, social media content, print and web content.

Preferred:

- Graduate Degree in Anthropology, Education, French, History, International Affairs, Political Science, or a related field.
- Bilingual (French and English).
- Previous experience with K-12 curriculum/education.
- Experience in teaching Canadian Studies or French.
- Demonstrated research capabilities.

Supervisory Responsibility: None.

Work Environment: Work is performed both on campus and at other locations in Maine and occasionally beyond. Coordinator must respond appropriately to a variety of on- and off-campus requests.

Work Year: Full-time, 9 month appointment (September 1 – May 31).

Work Schedule: Normal University of Maine business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Due to the nature of the position, work beyond regular hours (to include evenings and weekends) will be necessary to meet the requirements of the position. The employee shall establish regular office hours and in consultation with the supervisor, adjust the work schedule as appropriate.

Position Type: On-going, base budgeted.

Schedule for Evaluation: In the initial six months of employment and annually thereafter in accordance with UMPSA Agreement.

Job Family/Salary Grade: 14/03.

Appropriate background checks are required.

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety Training, Workplace Violence, and Sexual Harassment.