



**Job Description**

**Job Title: Community Partnership/Volunteer Facilitator**

**Reports to:** School and Community Marketing Specialist  
**Department:** Marketing  
**Number of Days:** 12 Months  
**Compensation:** PT 3  
**Overtime Status:** Exempt  
**Date Job Revised:** May 15, 2007

**Position Summary:** This position requires management of multiple Partners in education, works closely with the Tulsa Metro chamber and coordinates volunteer applications. The Community Liaison assists the marketing Specialist on selected assignments.

**Qualifications/Job Requirements:**

**Education:**

- B.S. in Education, Journalist, Public Relations/Marketing or related field.

**Specialized Knowledge, Licenses, etc:**

- Excellent computer skills including Excel, PowerPoint, Word and other software related to specific job requirements.

**Experience:**

- 5 years experience with volunteer management, community/business partnerships, special events and written publications.

**Specific Training/Skills:**

- Strong verbal and writing skills.
- Must be able to work independently and represent TPS professionally.
- Organizational skills a must.

**Physical Requirements (If Applicable):**

- Rigorous walking and ability to set up for events.

**Other:**

- Some before and after hours requirements.

**Scope of Authority (If Applicable):**

- Assists School and Community Marketing Specialist with all Marketing initiatives.

**Customer Contacts:**

- Internal: Administrators, principals, staff and students
- External: Community non-profits, corporations and government agencies.

**Duties and Responsibilities:**

- Partners in Education (50%)
- Volunteers/mentoring (25%)
- Special events (25%)