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Position

Outreach Coordinator

Organization

First Tee – Greater Tyler is one chapter of an international non-profit youth initiative called The First Tee. The First Tee was created in 1997 by the World Golf Foundation to provide young people of all ethnic and economic backgrounds an opportunity to develop, through golf and character education. First Tee – Greater Tyler will create experiences that build character to empower kids through a lifetime of new challenges and continuous personal growth. By seamlessly integrating the game of golf with a life skills curriculum, First Tee – Greater Tyler creates active learning experiences that build inner strength, self-confidence and resilience that kids can carry to everything they do. These character education programs are offered at golf courses, schools and youth centers throughout the greater Tyler region.

Employment Status

Part-time with potential full-time position in the future. The Outreach Coordinator will have shared office space at both the Oak Hurst and Woldert locations. After a probation period, the Outreach Coordinator will have the opportunity to work from home on a limited basis as dictated by job duties and with Executive Director approval.

Job Summary

Reporting to and in partnership with the Executive Director, the Outreach Coordinator will spearhead outreach efforts as First Tee – Greater Tyler continues to grow. As a new position in the organization, the Outreach Coordinator will have the opportunity to build the outreach function.

Roles and Responsibilities

- Work with Executive Director in developing and executing First Tee – Greater Tyler's annual fundraising plan that includes a strategy to increase and sustain current base of annual individual donors.
- Organize and manage special events with the help of members from the fundraising/events committee.
- Work with Program Director in developing and executing First Tee – Greater Tyler's volunteer recruitment plan.
- Responsible for managing First Tee – Greater Tyler's social media presence.

- Communicate with and submit documentation as required to First Tee Headquarters through the Executive Director.
- Work as a team with the Executive and Program directors on other duties as assigned.

Preferred Qualifications

- Experience in Outreach/Development preferred.
- Demonstrate exceptional communication, interpersonal relations, and organizational skills.
- Ability to navigate and learn new web-based applications.
- Knowledge and experience with graphic design tools, such as Canva.
- Adhere to the standards of conduct and involvement established by First Tee
- Able to travel to meet with community agencies, schools, trainings, chapter, and network meetings as required.
- Available to work after 4pm and weekends as needed.

To Apply

- Please submit a cover letter detailing your experience related to the Responsibilities & Qualifications, along with your resume to logan@firstteegt.org.

Salary Range and Job Type

Part-time Position

- \$15 - \$18 per hour depending on qualifications
- Cell phone reimbursement of \$50 per month

Equal Employment Opportunity Statement:

First Tee — Greater Tyler is an equal opportunity employer, valuing diversity and inclusion. Our policy is to comply with all federal and/or state laws regarding equal employment opportunity as they relate to employees and applicants for employment. Accordingly, personnel decisions are made without regard to race, creed, color, religion, national origin, age, sex, disability, marital status, sexual preference, or veteran status.