



BRIDGES
FOR THE DEAF AND HARD OF HEARING

ADULT EDUCATION & OUTREACH PROGRAM COORDINATOR

Bridges for the Deaf and Hard of Hearing unites the Deaf, hard of hearing, and hearing communities through education, services, and support, empowering individuals to achieve their best. That's been our commitment for 90 years, and we are as dedicated to this purpose today as we were in 1927.

Position

The Adult Education & Outreach Program Coordinator (part-time) reports to the Vice President of Adult Education & Outreach and provides assistance with a wide variety of program services and needs. These include, but are not limited to, coordinating the fitness program, helping schedule and deliver outreach presentations and ASL classes, coordinating community outings and events (Game Days, etc.), booths at outreach events, and more. The successful candidate will be dynamic, flexible, motivated, extroverted, and focused on relationship and excellence.

Responsibilities

- Coordinate scheduling of presentations, workshops, and community events.
- Coordinate delivery of fitness program, locating and scheduling trainers or class leaders, registering client participants, or teaching classes as appropriate.
- Schedule ASL classes for instructors, provide appropriate set up and materials, and if qualified, teach classes.
- Staff booths for community fairs and other events.
- Other duties as assigned.

Qualifications

- Experience with the Deaf and/or hard of hearing communities.
- Knowledge of office responsibilities, systems and procedures.
- Proficiency in MS Office.
- Comfortable with calendars, databases, and general office equipment.
- Keen analytic, organization and problem-solving skills which support and enable sound decision making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- A creative mind with an ability to suggest improvements; strong common sense.
- Personal qualities of integrity, credibility, and dedication to the mission of Bridges for the Deaf and Hard of Hearing.
- Conversational fluency in American Sign Language (ASL).
- Good written English skills.
- Strong sense of professionalism, self-awareness, respect, courtesy, common sense, humor, and grit.

To apply, please submit a cover letter, resume, and references to info@bridgesfordeafandhh.org. Applicants will not be considered unless all requested elements are provided. No phone calls please. Review of applicants will begin on 9 August 2019, and continue until the position is filled.