



BRIDGES
FOR THE DEAF AND HARD OF HEARING

OUTREACH COORDINATOR

The mission of Bridges for the Deaf and Hard of Hearing is to build access, equity, and inclusion in partnership with the D/deaf, Deaf-Blind, and Hard of Hearing communities through advocacy, education, empowerment, and effective communication. That's been our commitment for 95 years, and we are as dedicated to this purpose today as we were in 1927. BridgesDHH serves West, Middle, and East Tennessee through offices located in Memphis, Nashville, and Johnson City—BridgesWEST, BridgesTN, BridgesEAST.

Position

The Outreach Coordinator, a part-time position of 15 to 20 hours per week and based in BridgesEAST, reports to the Director of BridgesEAST and provides assistance with a wide variety of program services and needs. These include, but are not limited to, 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.
- 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.