



JOB VACANCY ANNOUNCEMENT

Position: Outreach Coordinator

\$19.00 per hour

(Full time)

GENERAL DESCRIPTION

Under the direct supervision of the Development Manager is responsible for coordinating public relations efforts, assisting with event planning, and coordinating internal events and programs. Job duties include but are not limited to...

- ❖ *Coordinating Public Relations activities (social media, marketing, community connections, conference vendor tables).*
- ❖ *Organizing internal events (i.e. holiday parties, memorial services).*
- ❖ *Assisting with fundraising activities.*
- ❖ *Creating and updating brochures, newsletters, websites.*
- ❖ *Carries the 24-hour support on call as scheduled.*
- ❖ *Assisting with the activities of the Wyoming Down Syndrome Association.*

PREFERRED QUALIFICATIONS

Any combination of education or experience equivalent to a Bachelor's degree in business, communications, public relations or marketing. Other training and experience may be substituted relevant to job duties.

Current driver's license with a motor vehicle record that is acceptable to Ark Regional Services insurance carrier.

HOW TO APPLY

Apply in person to Ark Regional Services, 1150 North 3rd, Laramie, WY 82072 or on line at www.arkregionalservices.org. Open until further notice.

Ark Regional Services is an EEO/ADA employer.

TDD 1-800-545-1813 Extension 308

Posted: October 2025

Outreach Coordinator General Job Description

Under the direct supervision of the Development Manager is responsible for coordinating public relations efforts, assisting with event planning, and coordinating internal events and programs.

Supervision Exercised

NO

Essential Functions

- Assuring adherence to the Vision, Mission, and Values of Ark Regional Services.
- Reading/writing/comprehending the English language.
- Assuring that individuals served are supported in all activities of daily living, including but not limited to safely transferring or physically assisting people.
- Depending on assigned work site, may be required to support or lift up to 50 lbs.
- Assuring that individuals served are supported with necessary personal care as needed.
- Performing the physical components of the Mandt System and CPR/First aid, including but not limited to bending, reaching and supporting weight in order to keep people safe.
- Staying awake and mentally and physically alert during entire shift.
- Cleaning of work site which requires- bending, lifting, reaching, working on hands and knees, and working with cleaning supplies.
- Attending all Ark required departmental meetings and trainings yearly within the required time frame.
- Communicating with all people within the professional band of communication.
- Managing stressful situations with respect and dignity for all involved.
- Maintaining Driver's license and a motor vehicle record that is acceptable to Ark Regional Services insurance carrier.

Job Duties

- ❖ Coordinating Public Relations activities (i.e. social media, marketing, community connections, information tables).
- ❖ Organizing internal events (i.e. holiday parties, memorial services).
- ❖ Assisting with fundraising activities.
- ❖ Creating and updating brochures, newsletters, websites.
- ❖ Assisting with the activities of the Wyoming Down Syndrome Association.
- ❖ Carries the 24-hour support on call as scheduled.
- ❖ Other duties as assigned.

MINIMUM QUALIFICATIONS

No experience required.

FLSA STATUS: Non-exempt **OSHA:** Occupational Exposure

Developed: January 2024
Reviewed: April 2024, 2025