



**Ways to apply: Online at Indeed or ZipRecruiter, or by emailing an application to UKB Federal Corporation Human Resources department at [corporatehr@ukb-nsn.gov](mailto:corporatehr@ukb-nsn.gov)**

## **JOB DESCRIPTION**

**Job Title:** Community Education Liaison  
**Organizational Unit:** Echota Behavioral Health  
**Supervisor:** Administrative Director  
**STATUS:** EXEMPT  
**SALARY:** TBD- Based on experience

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### **JOB SUMMARY:**

The Community Education Liaison's role is primarily responsible for connecting EBH with people in the broader community by creating sponsorship agreements and cultivating relationships with businesses, individuals, and other relevant organizations. Must be self-motivated, enthusiastic, and community-driven to take on this exciting role. This position requires someone equipped with a positive attitude and readiness to be a team player.

### **JOB DUTIES:**

- Develop relationships with various individuals, businesses, and other relevant organizations in the community.
- Maintaining a calendar of outreach activities, including community events, workshops, appearances, and other communication opportunities.
- Preparing an annual budget for community outreach activities.
- Nurturing new and old relationships with collaborative partners.
- Scheduling regular outreach exhibitions in the community and educating employees on community responsibility.
- Preparing accurate records and reports on the goals of the fundraising plan.
- Overseeing a professional donor management system.
- Assisting in the organization of special events, including donor/volunteer appreciation events and other fundraising initiatives.
- Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS FOR CONSIDERATION:**

- Bachelor's degree in communications, marketing, business, or related fields.
- Preferred experience of 3-5 years within non-profit fundraising or outreach activities.
- Outstanding written communication and presentation skills.
- Strong experience preparing reports.
- Friendly, enthusiastic, and positive attitude.
- Strong knowledge of social media and other basic marketing platforms.

- Detail-orientated with the ability to manage multiple projects at a time.
- Must possess a valid Oklahoma Driver’s license and a clear background check.

**NOTE:**

In reference to the Personnel Policy, Section 1-5 Employment At -Will. All employees who do not have a written contract with the employer for a specific fixed term of employment are thereby employed at the will of the employer for an indefinite period. Employment with the Health Center, without a written contract, is voluntary and therefore employees are free to resign at will at any time with or without cause or reason likewise, the health Center may terminate the employment relationship at will at anytime with or without notice and for any lawful reason deemed appropriate by the Tribe and Health Center staff or for good cause, bad cause, or no cause at all. This policy is commonly referred to as “employment -at- will.”

**UKB and Tribal preference applies.**  
**Job description is subject to change.**

**EMPLOYEE SIGNATURE & ACKNOWLEDGMENT PAGE:**

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date