



**External Affairs Division**  
**Education Outreach Coordinator**

Duties:

- Reports directly to the Assistant Secretary of State for External Affairs
- Facilitate business development in target area
  - Build and maintain relationships with local Business Development Entities (BDE) including chambers of commerce, and city and county gov't entities
  - Serve as an educator and support person with local BDE on SOS Business Services resources
- Serve as community outreach coordinator for target area
  - Work with local school districts, colleges, and universities on programs such as Promote the Vote (PTV) and voter registration drives
  - Work with local school districts, colleges, and universities to educate students on the functions of the SOS office
  - Work with local school districts, colleges, and universities on ideas to address and solve the MS Brain Drain
  - Serve as poll observer for Elections division, as assigned
  - Serve as outreach extension for all divisions of SOS to local communities and gov't entities as needed
- Develop theme, curriculum, and other special projects for Promote the Vote (PTV)
  - Work with External Affairs and MS educators to develop materials for each program
  - Coordinate planning and update meetings with External Affairs, Publications and Comms
  - Work with Publications to create classroom materials and designs for each program
- Promote and maintain Y'all Business (YB) and Mississippi BOSS websites
  - Site maintenance and development along with YB team
  - Work with local school districts, colleges, and universities on the educational uses of YB and Mississippi BOSS
  - Create instructional videos for a more user-friendly YB
- Organize events and develop educational curriculum for our teacher CEU program
  - Work with MCEE, MDE, and other educational organizations
  - Build curriculum based on the Y'all Business and MS BOSS platforms for Entrepreneurship classes
  - Build curriculum based on YB and MS BOSS platforms for other social studies and IHL classes.
- Work with the team to build and enhance the External Affairs Division
- Submit weekly reports to the Assistant Secretary of State for External Affairs
- Special projects and duties as assigned by the Assistant Secretary of State for External Affairs
- Travel as necessary for outreach purposes

Requirements:

- Must be able to work within deadlines and deliverable outcomes

- Must be comfortable with public speaking, live and virtual
- Must have curriculum writing skills and educational experience
- Must be proficient at building positive working relationships
- Must use sound judgment, be focused, organized, able to set priorities and be flexible within schedule
- Must display excellent verbal and written communication skills and maintain professional, respectful, and service-oriented focus in all interactions