



POSITION ANNOUNCEMENT
Community Outreach Coordinator
(Non-Classified/Provisional Position/Full-Time/De Queen)

The Community Outreach Coordinator works under the direct supervision of the Executive Administrator (Grant Oversight) to support workforce and community engagement by coordinating employer outreach, partnerships, communications, and events. This position strengthens relationships between UA Cossatot, local employers, and community organizations to support workforce pathways, promote quality-of-life initiatives, and contribute to workforce attraction and retention, while providing coordination, administrative support, and grant-related documentation and reporting for workforce and community programs.

REQUIREMENTS:

- High school diploma or equivalent required; associate's degree preferred.
- Experience in community outreach, program coordination, administrative support, or related work.
- Ability to work effectively as part of a team, while also taking initiative and working independently with minimal supervision.
- Strong organizational, communication, and interpersonal skills.
- Ability to work collaboratively with diverse community partners, employers, and internal stakeholders.
- Ability to pass national criminal background and child maltreatment checks.

ANNUAL SALARY:

Range from \$25,000 to \$32,000 annually, with final salary determined based on education and experience, plus an excellent benefits package that includes health, dental, and life insurance; short- and long-term disability insurance; a retirement plan with employer matching; paid vacation and sick leave; and educational assistance for employees and their dependents.

All applications must include a cover letter, an updated résumé, and a copy of a high school diploma or equivalent, or unofficial transcripts. Applications received without the required documents will be considered incomplete and will not be reviewed.

DEADLINE FOR APPLICATIONS:

Friday, February 20, 2026

FOR ETERNAL APPLICANTS TO APPLY:

Visit www.cccua.edu, click **About**, select **Employment Opportunities**, then click **View Available Jobs – External Applicants**. Locate **Job Requisition R0081950**, click the blue **Apply** link at the top of the posting, and follow the application process.

FOR INTERNAL APPLICANTS TO APPLY FOLLOW THESE STEPS:

Log in to **Workday**, search **Find Jobs**, after submitting your application, select **My Applications** to view your application status.

Call (870) 584-1104 or 870-584-1164 if you have questions, or email hr@cccua.edu.

Cossatot Community College of the University of Arkansas (UA Cossatot) is an equal opportunity institution. UA Cossatot does not discriminate in its education programs or activities (including in admission and employment) on the basis of any category or status protected by law, including age, race, color, national origin, disability, religion, protected veteran status, military service, genetic information, sex, sexual orientation, or pregnancy. Questions or concerns about the application of Title IX, which prohibits discrimination on the basis of sex, may be sent to UA Cossatot's Title IX Coordinator and to the U.S. Department of Education Office for Civil Rights.

*Persons must have proof of legal authority to work in the United States on the first day of employment.

*Application information is subject to public disclosure under the Arkansas Freedom of Information Act.