



Outreach Coordinator – Bilingual (Spanish/English) (Full Time and Exempt)

Chapter Overview

First Tee – Phoenix, founded in 2003, creates experiences that build character to empower kids through a lifetime of new challenges and continuous personal growth. By seamlessly integrating the game of golf with a life skills curriculum, First Tee – Phoenix creates active learning experiences that build inner strength, self-confidence and resilience that kids can carry to everything they do. These character education programs are offered at golf courses, elementary schools, and youth centers in the community.

Mission Statement

To provide opportunities for all youth to achieve success in every aspect of life, through the game of golf.

Job Summary

The Outreach Coordinator is responsible for engaging in the community to increase brand recognition and connection to First Tee – Phoenix to help recruit volunteers, members, donors and supporters and meet organizational goals.

Key criteria for success in position:

- Passion for golf – you don't have to be good, however you must understand basic terminology and believe in the power of golf and what it teaches.
- Connector – bring individuals into the First Tee – Phoenix family, by creating a welcoming and engaging environment and genuine connection.
- Cultural understanding – ability to authentically communicate and support First Tee – Phoenix's vision to create a sense of belonging for all.
- Fearlessness – an understanding the art of "tabling" and willingness to take bold action to build partnerships.

Responsibilities

Below is not intended to be an exhaustive list but a general overview of the core functions.

- Develop and implement strategic outreach plans including executing Inspira

Community Relations Plan.

- Represent First Tee – Phoenix at a variety of community events, meetings, and other gatherings to promote our mission.
- Build relationships with local community leaders, organizations, and potential partners. Act as a liaison between First Tee – Phoenix and the community.
- Identify and recruit individuals and organizations as partners to support our goals.
- Run clinics or other programs to promote First Tee – Phoenix programs.
- Support the visibility of all programs through engaging social media and outreach.
- Track and report the impact of community engagement activities. Collect feedback and provide reports to evaluate the effectiveness of outreach strategies and adjust as needed.
- Collaborate:
 - Work closely with the program team to understand needs of members and families.
 - Work with internal departments to align outreach strategies with organizational needs
- Continuous learning: dedicated to learning First Tee curriculum and becoming a higher Level First Tee trained coach.
- Be a part of the First Tee – Phoenix team
 - Participate in general First Tee – Phoenix activities including: tournaments, clinics, visibility events, etc.
 - Support organization wide needs
 - Other duties as assigned

Qualifications/demonstrated ability to

- A Bachelor's degree in Marketing, Communications, Public Relations, or a related field (or equivalent experience).
- Required: Bilingual (English/Spanish).
- Knowledge and respect for a variety of cultural backgrounds and desire to work with diverse communities underrepresented in golf.
- Strong interpersonal skills that lead to lasting relationships.
- Excellent organizational skills, being able to manage concurrent complex projects.
- Ability to work independently and as part of a team.
- Experience in community engagement, event marketing, non-profit outreach, or public relations.
- Flexible to work during weekend and evening hours as needed.

- An understanding of basic golf terminology and believe in the power of golf and what it teaches.
- Experience working with and managing volunteers a plus.
- Build and maintain relationships to achieve results.
- Utilize a variety of technology, specifically the Microsoft Office Suite and familiarity with social media platforms and digital marketing tools.

Commitment

Be a model of one becoming a Game Changer by practicing the life skills we promote called the 5 key commitments:

- Pursue Goals
- Grow through Challenge
- Collaborate with Others
- Have positive self-identity
- Use good judgment

Seniority and reporting

The Outreach Coordinator reports to the Marketing & Communications Manager.

Salary range and job type

- Full Time (note: this position does not have a traditional work week. The work week shifts throughout the year and events often happen on weekends.)
- Annual salary based on experience, minimum of \$55,000.
- Hybrid working environment
- 14 paid holidays
- Accumulated sick and vacation time
- Reimbursement of business-related mileage
- Paid health insurance
- Retirement plan

How to apply

Send your resume and a cover letter detailing your experience related to the responsibilities and qualifications to jobs@firsttee phoenix.org. NOTE: All final candidates must pass background check and complete DISC assessment prior to an official offer.

Equal Employment Opportunity Statement

First Tee – Phoenix is an equal opportunity employer, valuing diversity and inclusion. Our policy is to comply with all federal and/or state laws related to employees and

applicants for employment. Accordingly, personnel decisions are made without regard to race, creed, color, religion, national origin, age, sex, disability, marital status, sexual preference or veteran status.