

PKG Program Coordinator for Student Engagement and Outreach
MIT PKG Center for Public Service
Full Position Description

Job Number: 21766
Functional Area: Administrative
Department: PKG Center
School Area: Chancellor's
Employment Type: Full-Time
Employment Category: Exempt
Visa Sponsorship Available: No

The Program Coordinator for Student Engagement and Outreach, Priscilla King Gray Center for Public Service (PKG Center), will 1) use a data-driven approach to recruit students to participate in PKG Center programs and events 2) develop and deliver trainings and workshops and 3) provide programmatic support to the PKG Center portfolio of programs. The Program Coordinator will report to the PKG Center's Assistant Dean of Social Innovation.

The PKG Center, housed in MIT's Office of the Vice Chancellor, taps and expands MIT students' unique skills and interests to prepare them to explore and address complex social and environmental challenges including health equity, using technology for social good, climate change, and racial justice. We educate students to collaborate ethically and effectively with community partners to engage in meaningful public service, today and in their lives beyond MIT.

The successful candidate will join our team of 8 full-time staff and a cohort of Graduate Assistants from local universities.

Characteristic Duties and Responsibilities:

Student Outreach, Communications, and Engagement (50%)

- Develop and deploy a data-informed strategic approach for recruiting and engaging MIT students
- Cultivate and manage internal relationships with departments, labs, centers, student groups, residence halls, and others to promote the PKG Center's portfolio of programs
- Develop and maintain a relationship management system that documents the PKG Center's key current internal partnerships, highlights areas of opportunity, and centralizes outreach communications
- Analyze data to develop and implement comprehensive yearly outreach plans with each program manager
- Manage and disseminate appealing student-facing recruitment materials and swag for all PKG programs and events

- Plan, host, and/or join activities and events to recruit students
- Promote the PKG portfolio of offerings on social media, in coordination with the Development + Communications Officer and Graduate Assistants
- Engage and cultivate PKG student ambassadors and student outreach staff; recommend students to represent the PKG Center at donor, alumni, and other events
- Field inquiries from students and connect them to PKG and other MIT social impact programs. Maintain social impact asset map for MIT
- Analyze and assess student participation and trends outreach across the PKG Center
 - Maintain and manage central PKG data portal, in coordination with Program Assistant
 - Prepare participation data and program accomplishments for reports, in consultation with program leads

Workshops + Trainings (20%)

- Develop and deliver workshops and trainings for PKG programs, in consultation with program leads and in alignment with PKG Center strategy
- Develop and deliver workshops and trainings for MIT internal partners and student groups when aligned with strategic outreach strategy
- Recommend other MIT trainings/offerings as appropriate
- Advise students and student organizations on best practices for planning, organizing, implementing, and reflecting on ethical and effective public service activities
- Assess and refresh "Get Good Stuff Done" program series with campus partners

Program Support (30%)

- Provide equitable program support to all PKG Center programs as determined by annual Center portfolio planning
- Support MIT's civic engagement and voter outreach efforts in consultation with Associate Dean + Director

Additional:

- Hybrid (in Cambridge office + remote) working arrangement
- Work nights/weekends as required
- Possible occasional travel
- Other duties as needed or required

Education + Qualifications:

- Bachelor's degree
- Minimum of two years of experience in higher education or other mission-driven environments
- Experience interacting with, training, and/or advising university students
- Passion for public service. Ability to inform and inspire diverse audiences about public

service and social impact

- Outstanding presentation and facilitation skills
- Strong interpersonal skills, including ability to listen carefully and communicate effectively and tactfully with students, staff, faculty, and partners
- Excellent and effective team collaboration skills
- Strong organizational and project management skills
- Self-starter with strong work ethic, high ethical standards, sound judgment, and creative problem-solving skills
- Ability to interpret trends in data and create actionable plans
- Strong graphic design skills
- Knowledge and appreciation of cross-cultural, bias, and social justice issues, and demonstrated ability to work with diverse populations.
- Ability to maneuver supplies/resources weighted at 25lbs

Salary: \$54k-\$65k

A cover letter is required to be considered for this role. Applications will be reviewed on a rolling basis until filled.

To apply, [click here](#).

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