



WEST VIRGINIA STATE UNIVERSITY

Director of Community Relations & Programming Outreach The WVSU Center – Charleston, WV

West Virginia State University:

West Virginia State University (WVSU) is a public-land grant institution, which was founded in 1891 as a Historically Black College and University (HBCU), and has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to innovative teaching and learning, research and service that offers 23 undergraduate and seven graduate degrees through its four colleges, and competes in athletics at the NCAA Division II level in five men's sports and six women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description

The West Virginia State University Center (WVSUC), located in downtown Charleston, WV, is seeking a detail-oriented Director of Community Relations and Programming Outreach to oversee the day-to-day building operations, including responding to rental needs, marketing WVSUC space, coordinating and managing outreach opportunities, organizing and helping maintain the property, and providing event coordination and support. Reporting to the Senior Vice President for Strategic Finance, Operations, and Chief Innovation Officer, the ideal candidate will require a blend of facility administration and event coordination, as well as management experience paired with strong communications and organizational skills. This position has no direct reports. The position is a non-classified, essential, FLSA exempt, full-time, benefit eligible position.

Responsibilities for the Director

This position will be responsible for maintaining all aspects of the WVSUC facility, to include responding to phone inquiries, receiving and directing visitors, conducting tours for potential event rentals, communicating with renters, organizing building maintenance with building owner and vendors, and ensuring the office spaces and kitchen are professionally maintained. This position is also responsible for assisting in the execution of set up and break down of tables and chairs layouts, checking audio visual equipment, working with vendors/renters to address

specific event needs, executing marketing and communication strategies, coordinating and managing WVSUC and community events, as well as strategies for community outreach opportunities. This position will work closely with the Senior Vice President Senior Vice President for Strategic Finance, Operations, and Chief Innovation Officer and Assistant Vice President of Business and Finance for West Virginia State University (WVSU), the President of WVSU and the faculty/staff of WVSU. This position will require work outside of the normal 8:30-5:00 Schedule. Some evening and weekend work will be required.

In addition to the responsibilities listed above the Director will also:

- Serve as primary point of contact for all rental requirements including but not limited to contract management, payment for space, insurance requirements, etc.
- Maintain supplies inventory, including reordering and restocking as needed
- Assist in developing budgets and tracking spending for WVSUC
- Coordinate with IT in maintaining and troubleshooting issues affecting operations, as needed
- Building and maintain relationships with community partners and organizations
- Promote and support WVSU programs, event renters, and community outreach opportunities with event logistics
- Serve as Liaison with all third party vendors and service providers to ensure access, as needed
- Ensure janitorial services are being performed as contracted
- Ensure facility is properly secured throughout the day and locked at the end of the day
- Support other reasonable requests involving general-purpose with a goal to grow WVSUC
- Ensure a social media presence is created and maintained with up-to-date content
- Coordinate with WVSU Communications Department for the publication of newsletters, website, advertisements, flyers, mailings, etc.
- Other Duties as Required

Requirements for the Director

1-3 years of demonstrated experience in event planning and/or business administration is required. The successful candidate must also possess:

- Strong communication, problem solving and organizational skills
- Ability to work independently and in a team
- Strong analytical and decision-making skills
- Proven relationship-builder with strong interpersonal skills
- Advanced computer skills and working knowledge of Google Drive, Microsoft Office, and Adobe
- Willingness to work evening and weekends upon request
- Must be able to lift 30 pounds

A Bachelor's degree in hospitality, Business, Communications, or related discipline is preferred.

Salary Statement

\$45,000 to \$60,000

To Apply:

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, academic transcripts, and the names and email addresses or phone numbers of three professional references by August 2, 2024. All requested information must be submitted for your application to be considered.

Please submit application materials via email to jobs@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000, 324 Ferrell Hall
Institute, WV 25112

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.

West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. West Virginia State University is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation to participate in the job application or interview process, contact, please contact the Disability and Accessibility Resources unit at 3040766-3083 or ada@wvstateu.edu.