



Job Posting: Training Outreach Coordinator

Location: Remote/hybrid

Job Type: Full-Time

Reports to: Director, Cyber Outreach

Salary Range: \$50K – 65K

We are seeking a highly motivated, detail-oriented, creative, and dynamic Outreach Coordinator to support stakeholder engagement and partnership cultivation efforts for the training portfolio. This role plays a key part in expanding NUARI's training and programmatic impact by helping to build strategic relationships, identifying and securing course delivery locations, and promoting services to a diverse range of audiences.

The successful candidate will be self-directed, results-oriented, and comfortable working independently and collaboratively as part of a cross-functional team.

Key Responsibilities:

- Assist with the development and implementation of outreach strategies to promote NUARI training programs and services to government, industry, academic, and community partners.
- Assist in identifying and pursuing new partnership opportunities for our training programs.
- Assist with building and maintaining strong relationships with external stakeholders, including workforce boards, educational institutions, industry representatives, state, territorial, and tribal partners, and community organizations.
- Assist with securing and coordinating training delivery locations and serving as the primary liaison for the training location contact.
- Assist in developing and distributing outreach and promotional materials tailored to target audiences.
- Work with diverse audiences and stakeholders across geographic and sector boundaries.
- Maintaining and organizing CRM to streamline outreach coordination and communication
- Track outreach and grant activities and impact, follow up with partners, and support reporting as needed.

- Represent the organization at conferences, trade shows, meetings, and public events, as needed.

Required Qualifications:

- Bachelor's degree in marketing, communications, business, public affairs, or a related field; or equivalent experience.
- 3+ years of experience in outreach, business development, marketing, stakeholder engagement, communications, or related work.
- Proven ability to communicate and build partnerships with a wide range of audiences.
- Demonstrated experience securing event or training host sites.
- Strong organizational and interpersonal skills with the ability to work independently and as part of a team.
- Proficient in the use of outreach tools, including email marketing platforms, CRM systems, and social media.
- Willingness and ability to travel regularly for meetings and events (estimated 25% at times).
- Self-starter with excellent time management, follow-through, and problem-solving skills.
- Creative, solution-oriented, and able to disseminate technical information to a wide range of audiences.
- Exceptionally strong written and verbal communication skills.

Preferred Qualifications:

- Marketing and Communication skills, including developing and executing email campaigns, and inbound and outbound strategies
- Extensive experience with CRM and related tools, HubSpot preferred
- Experience working in education, workforce development, cybersecurity, or technical training environments.
- Existing professional network in workforce, education, or industry sectors.
- Graphic design or digital marketing experience is a plus.
- Familiarity with federal, state, or local training initiatives or consortia partnerships.

Please submit a cover letter and resume/CV to Anna Lafountain, alafount@norwich.edu.

NUARI is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

Applications from women and people of diverse racial, ethnic, and cultural backgrounds are encouraged. Competitive salary and excellent benefits package offered. Salary is commensurate with experience. Please visit <http://nuari.org> for more information.