



Outreach Coordinator

Job Description

Position Summary: The Outreach Coordinator provides support at the state level by identifying festivals, conferences and other events where LPTexas can host a booth, offer speakers/panelists and engage in other activities wherein we can promote the Party and libertarian principles.

Reports to: Operations Director

Time Expectation: 5 Hours per week (may fluctuate during “event weeks”)

Responsibilities:

- Build and maintain an annual Outreach Opportunities Calendar, engaging with other LPTexas staff members to vet and select the best opportunities based on cost/benefit analysis
 - Define and communicate cost, logistics, speaker opportunities for each event
 - While the Outreach Coordinator does not need to be physically present at each event, s/he should be engaged in communicating “event day” logistics and/or appointing an “event leader” for the event to assume that role.
 - Partner with the Volunteer Coordinator to staff selected events (people to man the booths, etc.)
 - Partner with Communications Department and Webmaster to promote those events where LPTexas will have a presence
- Provide input on proposed annual outreach budget to be approved by the Treasurer and SLEC on an annual basis
 - Track authorized expenditures and ensure outreach spending does not exceed established budget
- Develop a list of “subject matter experts” who can be called upon to speak on various topics both at conferences and in the media
 - Ensure speakers are approved by the State Chair and that speaker list is reviewed for approval at least on an annual basis
 - Partner with Communications Department to coordinate identified speaking engagements