

Job Posting

August 13, 2020

POSITION

Outreach Coordinator

EMPLOYMENT TYPE

Regular PT – 20 hours/week

SALARY

\$20.00/hr

REPORTS TO

Program Coordinator

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducting outreach within the Ridgewood and surrounding communities to actively recruit participants.
- Develop and maintain a good rapport with other community organizations, schools, and hospitals.
- Participate in community events, create and conduct presentations, and provide exceptional customer service to potential students in the community.
- Meet quarterly enrollment quotas.
- Develop advertising material that is creative, effective, relevant and meets agency brand guidelines.
- Maintain constant communication with Program Coordinators and Program Director regarding enrollment numbers for each class.
- Assist Program Coordinator in contacting students who stop attending the program.
- Assist Program Coordinator with placement tests on a regular basis.
- Completing tasks deemed necessary by the Program Director and Program Coordinator.

COMPETENCIES

- Strong organization, communication and writing skills.
- Motivated and engaging when speaking to students in person/over the phone.
- Prior experience in outreach or community organizing a plus
- Capability to communicate well verbally and in writing.
- Must be bilingual. (Spanish and English)

EDUCATION EXPERIENCE

- Candidate must possess a HSE Diploma; Bachelor's degree preferred.

APPLICATION DEADLINE

Ongoing

SUBMIT RESUME TO

Kendra Doshi, Business Manager

kdoshi@riseboro.org

Please indicate "Outreach Coordinator Position" in e-mail subject line.