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.