

## Connections to Success | Community Outreach Coordinator

The Community Outreach Coordinator is responsible for participant recruitment, promoting the organization/program, increasing community awareness and support by creating partnerships with faith-based communities, social service providers, and government agencies. The Community Outreach Coordinator provides leadership on all aspects of the Connections to Success programs including participant recruitment, orientation, screening, intake, and referrals. The Community Outreach Coordinator works closely with all other program staff, volunteers, and participants and is responsible for communicating the goals of the program and facilitating meaningful experiences that result in participant success. Furthermore, the Community Outreach Coordinator ensures a seamless transition of participants into the given program. In addition to community-based outreach, recruitment activities inside prisons and jails is required.

### Relationships:

Reports to: Program Director

Supervises: Interns (as needed), Volunteers (as needed)

Internal Relationships: All Staff, Volunteers, Mentors, Participants

External Relationships: Potential Participants, Potential Volunteers, Potential Mentors, Prospective Employers, Guest Speakers, Partner Organizations, Referring Agencies, Community Organizations, Government Agencies, Educational Institutions, Companies

### Responsibilities:

- Develops and implements a participant recruitment strategy to achieve recruitment goal
- Monitors enrollment and provides weekly updates to program staff and leadership
- Recruits participants for Connections to Success programs
- Coordinates and leads orientation sessions at project office and inside correctional facilities.
- Coordinates orientation sessions for new program participants
- Conducts intake and enrollment of new program participants
- Cultivates relationships with a variety of stakeholders and community partners
- Gives presentations at events, fairs, and other organizations
- Coordinates referral process and communication with partners
- Develops broad spectrum of promotional outlets
- Pursues opportunities for collaboration and increased community awareness of the program
- Informs participants of all CtS programs and activities
- Engage, participate, and contribute to assigned activities that further the goals of CtS

- Efficient and correct reporting of critical data for grant purposes in database and paper files
- Maintain confidentiality of all participant information
- Any other duties that may be required

## COMPETENCIES:

Incorporates basic competencies into all aspects of the position, including:

- *Learning orientation:* values and seeks opportunities to learn. Collects and uses information to strengthen the team and the program.
- *Attitude toward change:* adapts to and works effectively with a variety of situations, individuals, groups and systems.
- *Personal effectiveness:* takes initiative to do more than the minimum requirements of the job. Expresses self-confidence in stating opinions and when called upon to make decisions.
- *Achievement motivation:* sets challenging objectives and works to continually improve personal performance.
- *Interpersonal and team performance:* builds and maintains positive relationships with people on the job. Listens effectively to understand others.
- *Respect for differences:* recognizes and appreciates differences in style, approach and background.
- *Quality focus:* minimizes errors and maintains high quality by checking or monitoring data and work in a timely manner, and by developing and maintaining systems for organizing work and information. Actively explores ways to improve quality of output.
- *Problem-solving effectiveness:* uses data and analytical thinking to identify problems and develop solutions.
- *Proficient in using virtual platforms:* Utilizes Zoom and other virtual spaces to conduct meetings with partners and participants alike.

## Relationships

Reports to: Program Director

Supervises: N/A

Internal Relationships: All Staff, Volunteers, Mentors, Participants

External Relationships: Referring Agencies, Potential Participants, Potential Volunteers, Potential Mentors, Prospective Employers, Guest Speakers, Partner Organizations

## Additional Information

This position is full-time, 40 hour per week, non-exempt position. Employee will be eligible for full benefits including health, and vacation benefits. We invite potential candidates with incarceration/ criminal justice system history apply.