

Outreach Coordinator

Job Title: Outreach Coordinator

Reports To: Director of Educator Outreach

Job Objective: Responsible for identifying, educating and performing outreach activities, targeting public relations and educational efforts to help students develop a postsecondary plan in assigned region. Assist to fulfill the goals and objectives of the Outreach program. Develop and conduct presentations and/or training sessions for College In Colorado for both middle and high school counselors and related staff in assigned region. Establish and maintain a professional working relationship with counselors, teachers and school administrators to further support of and goodwill towards the College In Colorado initiative. Extensive travel throughout assigned region to outreach events including career fairs, parent nights, classroom presentations and other school functions for junior and high school students, parents, and faculty to ensure understanding of the Website and products offered, with statewide travel possible. Assist in preparation and administration of internal and external conferences and trainings by helping prepare presentations, agendas, handouts, and other materials as needed.

Essential Job Functions

- Establish relationships with counselors
- Provide presentations on career and college planning to students, parents and other educator audiences
- Coordinate and give presentations for counselor candidates
- Provide continuous support to Director of Educator Outreach
 - Events
 - Administrative
- Help with Day/Night Statewide College Fair program as needed
- Assist with special projects as directed by supervisors in a timely manner
- Conducting counselor/teacher trainings and student and parent events as necessary
- Attend all outreach and staff meetings, unless attending a College In Colorado event
- Respond to all emails and phone calls in a timely manner
- Professional attitude toward community and respectful behavior toward staff
- Travel is required
- Partnering with other CIC staff to obtain training and event support
- Prepare materials and support for conferences
- Monitor and recommend changes/updates to CIC.org based upon stakeholder input

Other Expected Job Functions

- Improve the productivity of the Director of Educator Outreach by offering administrative support including but not limited to: email, correspondence, scheduling, and general organization
- Other duties as assigned

**The job description is not intended to be all-inclusive. Employee may perform other duties as requested to meet the ongoing needs of the organization.

- **Qualifications/Skills/Minimum Experience:** Bachelor's Degree required, experience in higher education or financial aid preferred, but not required. Fluency in Spanish preferred, but not required. Excellent oral and written communication skills. Exemplary customer relations skills. Cross-cultural sensitivity is necessary. Solid knowledge of standard office software, such as Microsoft Word, Excel, PowerPoint and Outlook is required. Valid driver's license. Physical effort required in the handling of objects up to 50 (fifty) pounds.

Employees at College In Colorado are offered excellent benefits including; medical, dental, life and much more. We also provide a benefit allowance to offset the benefit cost.

Salary range: Low to mid \$30,000.

Interested Applicants

Please submit a cover letter, resume, salary history, and the names and contact information of three references to

Cindy Langan, CollegeInvest Human Resources

1560 Broadway, Suite 1700, Denver, CO 80202

Fax to 303-296-4811

Email to clangan@college-assist.org

Position will remain open until filled but review of applicants begins immediately.

College In Colorado is an EEO/AA employer, and follows a policy of non-discrimination in complying with all requirements of the Immigration Reform Control Act and the Americans with Disabilities Act.