



Job Description

Job Title:	Community Outreach Coordinator
Reports To:	Intake & Placement Manager
FLSA Classification:	Exempt

Last updated: 9/7/2021

ABOUT CAPITAL IDEA

Capital IDEA is an Austin-based nonprofit dedicated to lifting working adults out of poverty and into living wage careers through education. Partnering with Austin Community College, we provide a range of services designed to help low-income adult students succeed in school and enter high-paying, in-demand jobs. Since our founding in 1998, over 1,900 Central Texans have completed the program and moved their families out of poverty.

ABOUT THE POSITION: COMMUNITY OUTREACH COORDINATOR

The Community Outreach Coordinator serves as the organization's liaison with the community. This role is responsible for researching, identifying, developing, and implementing outreach strategies and developing and maintaining relationships with staff and administrators at various organizations with the purpose of recruiting applicants into Capital IDEA and increasing the organization's visibility. In addition, the Community Outreach Coordinator develops and executes the outreach plan and exercises independent judgment and discretion when out in the field.

ESSENTIAL JOB RESPONSIBILITIES

Outreach Strategy Development and Execution.

- Keep abreast of community events that provide opportunities to connect with the community and use judgment in registering the organization to participate in events such as resource fairs, job fairs, cultural fairs, college information or financial aid days.
- Maintain a calendar of outreach activities including community events, workshops, appearances, and other communication opportunities.
- Prepare an annual budget for community outreach activities.
- Collaborate with the Communications Department to produce content for the organization's online messaging and outreach channels including social media.

Relationship Research and Development

- Develop external relationships with organizations to help extend our reach into community groups such as low-income families, minorities, and underemployed adults for recruitment purposes. Such organizations include but are not limited to non-profits, workforce centers, churches, and higher education institutions.

Presenter and Representative

- Present in the community and at Capital IDEA hosted information sessions multiple times per week, ongoing, throughout the year.
- Represent Capital IDEA at community events and activities that strengthen our community relationships, promote our services, and supports applicants.

Guidance and Support

- Provide motivation, guidance, and support to applicants through the application process.
- As part of the Intake Team, assist with other duties as assigned.

Professional Standards for Program Delivery

- Work smart by setting effective work goals, establish priorities, and plan well to accomplish all goals and produce quality work.
- Take ownership and be accountable for all job responsibilities. Follow through on all commitments.
- Execute effectively by using resources efficiently, meet deadlines, and keep immediate supervisor and others informed of work plans and progress towards goals.
- Build rapport with individuals inside and outside the organization.

QUALIFICATIONS

Minimum Qualifications

Bachelor's degree and three or more years of relevant experience in recruitment, promotions, or community outreach. Excellent interpersonal and communication skills. Experience speaking to large groups and individuals. Must be bi-lingual, Spanish strongly preferred. Demonstrated ability to reach out effectively to low-income populations and community-based organizations. Friendly, enthusiastic, with a positive attitude. Detailed planning and implementation skills. Ability to manage multiple tasks and meet deadlines. Experience in Microsoft Office Suite, Windows, Zoom or other virtual meeting platforms, internet, email and social media. Able to work a flexible forty-hour

schedule which includes some evenings and weekends. Frequent travel within the Greater Austin area is required.

BENEFITS

Capital IDEA has built a diverse and dedicated team that shares a passion for our mission. We reward performance through competitive salaries and merit-based raises. While we expect our team to go above and beyond in service to our community, we also believe that you must take care of yourself to take care of others. We offer a generous benefits package which includes 1 week of sick leave, 2-4 weeks of vacation (based on experience), plus extra paid time off for everyone during the holidays (we close from December 24th through January 1st every year.) We provide medical, dental, and vision insurance, plus a 3% match on retirement contributions. When you join our team, you'll have high expectations to meet and big goals to work towards. You'll also have a team who supports you, and you'll know you're making a difference

TO APPLY

Send resume and cover letter with salary requirements to the Intake & Placement Manager, Larry Cummings at **employment@capitalidea.org**.

Salary range: \$48-52,000, DOE