



## Job Description

<b>Job Title:</b>	Outreach Specialist
<b>Reports To:</b>	Intake & Placement Manager
<b>FLSA Classification:</b>	Nonexempt, Temporary
<b>Hours:</b>	Part time, 20 hours a week for 12 months with the possibility of the position being extended.
<b>Hourly Pay:</b>	\$20/hour

Last updated: 2/3/2022

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### 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. To date, more than 2,000 participants have entered career employment in high-demand occupations, including nursing and other healthcare occupations, high tech, and professional trades.

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### ABOUT THE POSITION: OUTREACH SPECIALIST

The Outreach Specialist works with the Community Outreach Coordinators as part of the Outreach team and serves as a liaison with the community. This role is responsible for developing and maintaining relationships with staff and administrators at various organizations and potential applicants to recruit applicants into Capital IDEA and increase company visibility. In addition, the Outreach Specialist executes the outreach plan and exercises independent judgment and discretion when out in the field.

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### JOB DUTIES

#### Essential Job Responsibilities

- Represent Capital IDEA in the community and at Capital IDEA information sessions.
- Represent Capital IDEA at community events and activities that strengthen our community relationships, promote our services, and support our applicants.
- Participate in activities that support applicants' recruitment through the application process.
- As part of the Outreach and Intake Team, will assist with other duties as assigned.

## **Professional Expectations**

- Works smart by setting effective goals, establishing priorities, and planning in order to produce quality work.
  - Takes ownership and is accountable for all job responsibilities. Follows through on all commitments.
  - Executes effectively by using resources efficiently, meeting deadlines, and keeping immediate supervisor and others informed of work plans and progress toward goals.
  - Builds rapport with individuals inside and outside the organization.
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## **QUALIFICATIONS**

### **Minimum Qualifications**

- Associate degree or higher
- Demonstrated ability to reach out effectively to low-income populations and community-based organizations; one to two plus years of relevant experience in recruitment and community outreach preferred.
- Excellent interpersonal and communication skills.
- Experience speaking to large groups and individuals.
- Bilingual, Spanish preferred.
- Friendly, enthusiastic, and positive attitude.
- Detailed planning and implementation skills, with the ability to manage multiple tasks and meet deadlines.
- Experience in Microsoft Office Suite, Windows applications, internet, Email, and social media platforms.
- Able to work a flexible twenty-hour schedule, which includes evenings and weekends.
- Able to travel within the Greater Austin area utilizing your own personal vehicle (will be compensated for mileage).