



Job Description

Job Title:	Community Outreach Coordinator
Reports To:	Intake & Placement Manager
FLSA Classification:	Part time Position up to 24-month Contract

Last updated: 2/12/2023

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 2,000 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 increases company visibility. In addition, the Community Outreach Coordinator develops and executes the outreach plan and exercises independent judgment and discretion when out in the field.

JOB DUTIES

Essential Job Responsibilities

- Represent Capital IDEA at community events and activities that strengthen our community relationships, promote our services, and support our applicants.
- Conducts research to identify key relationships in the Central Texas region.
- Develops external relationships and makes decisions about which organizations to work with to reach groups such as minorities, low-income families, and underemployed adults for recruitment purposes. Such organizations include, but are not limited to, Austin Community College, local high schools, local community groups, and other non-profits.
- Participate in activities that support applicants' recruitment through the application process.

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**

- Demonstrated ability to reach out effectively to low-income populations and community-based organizations; 18-24 months of relevant experience in recruitment or 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, and email
 - Able to work evenings and weekends.
 - Able to travel within the Greater Austin area utilizing your own personal vehicle (will be compensated for mileage).
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This is a part time position working 15-20 hours a week mainly late afternoons, evenings, and weekends. This position does not provide full benefits.

Salary: \$25.00 an hour

Email resume to Larry Cummings at jobs@capitalidea.org.