

Outreach Coordinator, Digital Works

INCUMBENT: TBD
REPORTS TO: Digital Works Operations Manager
LOCATION: Ft. Campbell, KY
STATUS: Full-time, Non-Exempt
DATE: March 2022



TO APPLY

Please email a résumé, three references, and a cover letter explaining why you believe you would be a good fit for this position to HR@connectednation.org. Compensation range is approximately \$33,280, commensurate with experience and qualifications. Connected Nation is an equal opportunity employer.

DESCRIPTION

The Digital Works Outreach Coordinator is responsible for promoting the program through a variety of outreach efforts and managing the recruitment process within a specific region. This entails establishing relationships and securing support within the DW Partner Community and maintaining those relationships on a regular basis to raise the awareness of the Digital Works program. Those partnerships ultimately provide DW with a continuous flow of candidates thus allowing us to offer our services and placement assistance in a seamless manner.

The Outreach Coordinator is responsible for meeting enrollment goals and filling seats in DW classes with talented and qualified candidates. They must work closely with upper management to develop and implement a recruitment plan as well as provide a wide range of support for the Digital Works program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for conducting outreach and marketing activities to raise program awareness, promote program expansion, and create new outreach partners.
- Develop relationships with locations, commissioners, stakeholders, officers, and other community partners.
- Maintain regular weekly contact with partner organization personnel.
- Maintain database of stakeholders/community partners information in Wrike.
- Works in tandem with CN Communications on target marketing efforts.
- Develops flyers, posters, and other outreach documents to elicit program participation.
- Informs communications team about upcoming events.
- Distributes local outreach materials on a regular basis.
- Travels to on-site events and represents DW to network and increase overall program awareness (Job fairs, regularly scheduled local meetings, etc.)
- Maintains high metric of conversion from outreach to applicants
- Sources candidates using a variety of search methods to build a robust candidate pipeline
- Stay abreast of recruiting trends and best practices.
- Reports to Local Facilitator.
- Responsibilities are not all inclusive, additional duties may be assigned.

EDUCATION/EXPERIENCE

- High School Diploma or GED required; Bachelor's degree preferred.
- Minimum 2 years of recruiting experience preferred.

- Must commit to continuing education activities to maintain skill level in identified areas.

QUALIFICATIONS

- Excellent computer and technical literacy skills.
- Articulate communicator and strong public speaking skills for giving presentations.
- Empathetic
- High social IQ.
- Strong verbal, written, and interpersonal communication skills.
- Demonstrated ability to establish effective and cooperative working relationships built on trust.
- Excellent organizational and time management skills.
- Ability to manage a wide range of relationships with a variety of stakeholders.
- Must possess a solid commitment to customer service.
- Proficient with Microsoft Office Suite applications including Word, PowerPoint, and Excel.
- Ability to work independently and under pressure in a fast-paced environment.
- Attention to detail with the ability to manage and prioritize multiple tasks.
- Strong work ethic and unquestioned personal and professional integrity.
- Ability to periodically work extended hours to meet external deadlines as needed.
- Willing to travel as needed.
- Valid state driver's license required

ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to sit at a desk for one or more hours at a time
- Ability to lift and carry up to 10 lbs.
- Ability to operate computer and other equipment in the office
- Must have sufficient mobility to move around the office and the community

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.