



CommUnify

A Community Action Agency.

Job Title: Outreach Coordinator, Cal-SOAP
Department: Family/Youth Services
Reports To: Program Manager
FLSA Status: Non-exempt
Job Code: 272
Range: 190
Updated: March 2020

Summary: Under the direction of the Program Manager; the Outreach Coordinator is responsible for supporting Cal-SOAP in planning, executing, and implementing programs which include campus field trips, financial aid presentations, and college preparation workshops.

Supervisory Responsibilities This position has no supervisory responsibilities.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities *Other duties may be assigned.*

- Assist in the development of short- and long-term plans for Cal-SOAP programs, monitor progress, assure adherence, and evaluate program effectiveness to develop improved methods.
- Assist in design of performance objectives and implement and monitor programming to meet desired outcomes.
- Oversight of Student Workers to coordinate and provide work direction for Cal-SOAP club groups, outreach, workshops, and other school events.
- Develop yearly outreach plan according to program needs and capacity.
- Organize and maintain communication on regular basis with designated individuals to foster positive relationships and help promote services.
- Input student information into Cal-SOAP database; generate reports as needed; input advisement logs, outreach logs, contacts for services and other computer information as assigned by position.
- Develop and schedule program activities in accordance with specifications and funding limitations.
- Monitor program expenditures ensuring that budget allocations are adhered to.
- Assist with the development of public relations and communications strategies to support program goals and increase community awareness; Prepare and conduct workshops and formal presentations for an assigned program to local community organizations, private and public schools as directed.
- Responsible for Cal SOAP programs to include: SAT preparation and testing, Campus trips, Cal-SOAP club, CTE presentations, Cal-SOAP presentations Parent workshops etc.
- Create program partnerships and maintain relationships with schools and community, collaborating with local agencies, institutions of higher education, school administrators and staff to promote college and career awareness.
- Cross trains with Administrative Coordinator and Program Coordinator.

Knowledge, Skill & Ability Required

Education and/or Experience Associates Degree in related field and three years experience in an education, social service or related program or combination of education and experience.

Language Skills Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability Able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills To perform this position successfully, an individual should have knowledge of Internet software; Spreadsheet software, Presentation software and Word Processing software.

Certificates, Licenses, Registrations Current valid California Driver's License with ability to qualify for coverage under Agency insurance plan.

Other Skills and Abilities Bilingual (English/Spanish) is preferred but may be required for position.

Other Qualifications Knowledge of diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of college students.

Physical Demands While performing the duties of this position, the employee is regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision and peripheral vision.

Work Environment The noise level in the work environment is usually quiet to moderate.

I have received a copy of my Job Description and accept it as written. I understand that this description may change in the near future, due to the needs of the program and changes in the nature of my position.

Date

Print Name

Signature