



Community Outreach Program Manager

Full-Time Position

Reports to: Senior Director of Education

Exempt

Mission

Our mission is to inspire and prepare young people to succeed in a global economy.

Essential Job Responsibilities

Junior Achievement of Kentuckiana seeks a Community Outreach Program Manager who has a passion for transforming students' lives through education, has experience in community outreach and is a strong strategic planner. This position will be responsible for outlining, implementing, and tracking community outreach initiatives for programming focused on K-12th grades, expansion into the 16-25 age range education model, and special community events.

This individual is also responsible for recruiting, training, scheduling, and overseeing community volunteers in promoting and enhancing the quality of programming provided by Junior Achievement. This position interfaces with volunteers, staff, and the community. The Community Outreach Program Manager works with all staff, volunteers, and other strategic partners to aid in successfully implementing all community outreach program goals.

With the President and Senior Director of Education, and in line with JA's overall strategy, the duties of the Community Outreach Manager include but are not limited to the following:

- Oversees the planning and implementation of outreach strategies to build community partnerships along with the Director of Programming and Senior Director of Education.
- Expand programming and new initiatives surrounding outreach to students from K-12th grade and students 16-25 years of age.
- Collaborates with community groups and programming staff to develop long-range, strategic goals for the organization.
- Manage internal communications and maintains a calendar of outreach activities, including community events, workshops, appearances, and other communication opportunities.
- Scheduling, organizes, and attends regular outreach exhibitions in the community, businesses, and neighborhood group meetings to educate employees on community responsibility.
- Handles all aspects of community projects, their impact, and intended mitigations.
- Develops and implements a plan to recruit, train, and utilize volunteers.
- Input/track potential volunteers and all inquiries into User Management System.
- Collecting and analyzing data on local demographics, developing results, and presenting the conclusions to the relevant departments.
- Coordinate and host information sessions.
- Fulfill grant requirements and establish plans to ensure all grant requirements are met and measure progress quarterly.
- Perform miscellaneous projects as assigned.

Additional Responsibilities

- All other duties as assigned.

Qualifications

- A bachelor's degree in education, social services, or related field.
- 2-3 years' experience in the community outreach may be advantageous.
- Demonstrated sensitivity, knowledge, and understanding of the diverse socioeconomic, cultural, racial, and ethnic backgrounds of the community and students.
- Sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced financial inequity.
- Maximizes innovative solutions, identifies, and leverages best practices, conducts ongoing community assessment and continuous improvement, and manages issue resolutions to ensure success.
- Strong critical thinking skills/problem-solving skills
- Strong analytical and problem-solving skills.
- Excellent organizational skills and attention to detail.
- Interviewing and volunteer match skills
- Excellent communication, interpersonal, and leadership skills.
- Strong organizational and management skills.
- Experience with institutional databases, public access sites, and primary research skills.
- Good reporting, technical, and statistical skills.
- Experience with budget management.

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