



## Jewish Vocational Service

**Position:** Outreach Specialist

**Position Class:** Learned Professional

**Reports to:** Director of Bridges to College and Careers

**Salary Grade:** 3

**Supervises:** N/A

**FLSA:** Exempt

JVS is a non-profit, non-sectarian agency. Our mission is to empower individuals from diverse communities to find employment and build careers; and to partner with employers to hire, develop and retain productive workforces.

JVS provides a broad range of services including adult education, skills training, job readiness training, job placement and support, and access to post-secondary education. JVS assists employers in their search for well-qualified job applicants and their initiatives to upgrade the skills of their incumbent workforce.

**POSITION SUMMARY:** Under the direction of the Director of Bridges to College and Careers, the Outreach Specialist conducts outreach and recruitment for the Bridges to College and Careers program. The Outreach Specialist works collaboratively with community partners, government agencies, local employers and other entities to identify adult students interested in post-secondary education credentials and related career paths. The Outreach Specialist is responsible for meeting program enrollment goals. This individual must have strong networking, outreach, marketing, time management, project management capabilities, as well as, a strong commitment to the program mission and goals.

### **ESSENTIAL JOB FUNCTIONS:**

#### **Build relationships, collaboration and teamwork:**

- support and promote the mission and philosophy of JVS both internally and outside the agency
- establish relationships with key stakeholders (participants, colleges, employers, partner organizations, funders,) and work collaboratively in a structured and on-going manner
- create recruitment plan to form strategic partnerships, identify students, and enroll them into the Bridges to College program, including social media initiatives
- work collaboratively with and encourage collaboration between team members to ensure performance goals are met
- attend and actively participate in staff meetings and team-based projects
- provide assistance to fellow team members when needed
- communicate regularly with Supervisor to insure smooth delivery of services

#### **Contribute to program success:**

- generate strategy and solutions in response to unforeseen change, setbacks and challenges
- take ownership of the outreach specialist role as leader both in and outside the JVS program
- establish, track and meet program dashboard indicators (ex. number of referral, program enrollment, deferred students)
- develop and modify outreach strategy based on the needs of both potential participants and program
- lead all outreach activities to ensure the program is fully enrolled on an annual basis
- lead a team of outreach interns
- assess client educational skills, interests, and aptitude
- participate in the development of new college pathway partnerships
- assist program applicants in areas of difficulty and provide additional support when needed

#### **Administrative/Communication**

- track, maintain and report on outreach data and enrollment
- assist with planning and implementation of the Celebration of Achievement ceremonies
- perform other duties as requested

**MINIMUM QUALIFICATIONS AND EXPERIENCE:**

- Two to four years of related experience.
- Strong organizational skills, including strategic planning, creating systems of work, and organizing team efforts.
- Ability to manage projects autonomously.
- Ability to work well under pressure, think independently and be a problem solver when challenges arise.
- Demonstrated experience with public speaking, recruitment, and marketing.
- Strong writing and proofreading skills.
- Comfortable traveling around the Boston Metro Area.
- Excellent phone skills, including willingness to cold call organizations and individuals to introduce the Bridges to College program.
- Flexible and adaptable with an ability to readjust plans quickly to handle new problems or concerns.
- Ability to motivate a team towards the completion of a goal.
- Comfort in digital marketing (including e-mail marketing, social media, and other forms of reaching large groups of people via the internet). Training is available, but a basic understanding and skill is required.
- Proficient in Microsoft Office and data management required.

**EDUCATION REQUIRED:** Bachelor’s Degree in Human Services, Communications, Human Resources, Education, or related field.

**KEY COMPETENCIES:**

Accountability and Results focused  
 Adapting to Change  
 Building Relationship, Collaboration and Teamwork  
 Cultural Competency and Respect  
 Communication Skills  
 Initiative  
 Planning/Organizing  
 Promotes Agency

**JOB COMPETENCIES:**

Successful partnership building  
 Effective marketing strategy development  
 Effective marketing material development  
 Data tracking and analysis  
 Report writing

**MENTAL DEMANDS:**

Reading  
 Detailed work  
 Confidentiality  
 Problem Solving  
 Verbal and Written communication

Language  
 Math  
 Multiple concurrent tasks  
 External contacts

**PHYSICAL DEMANDS:**

Sitting  
 Speaking

Attendance  
 Listening

**WORKING CONDITIONS:** Regular local travel, evening hours and some weekend availability required.

**JVS CULTURE:** JVS is strongly committed to diversity and a workplace environment that respects, appreciates and values employee differences and similarities. By providing and supporting a work culture that fosters and builds

upon diversity and its strengths, JVS will better serve our local communities and continue to provide quality services.

JVS is an employment at-will organization and an equal opportunity employer committed to maintaining a work and learning environment free from discrimination on the basis of sex, race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, JVS prohibits retaliation against an applicant or employee because he or she has engaged in protected activity under the statutes prohibiting discrimination in the workplace.