

LEADERS OF TOMORROW YOUTH CENTER



Position Title: Outreach Coordinator

Position Summary: An AmeriCorps VISTA Outreach Coordinator is responsible for designing and implementing an overall outreach plan to engage families to participate in activities and services on campus and in the community.

This position is in partnership with AmeriCorps

Reports to: Director of Operations

Position Responsibilities:

- Plan, coordinate and execute activities and logistics and support community activities in conjunction with LTYC programs and school leadership in support of the goals set forth in the outreach plan.
- Identify, engage and support community action groups and centers of influence in the community.
- Support the Executive Director's efforts to effectively engage the parents and community stakeholders which align with the goals set by leadership.
- Execute local marketing activities, awareness campaigns and events.
- Provide information, advice, content and recommendations for community.

Essential Skills and Experience:

- Communication
- Leadership
- Youth Development
- Non-Profit Management
- Education
- General Skills
- Computers/Technology
- Team Work
- Writing/Editing
- Teaching/Tutoring
- Conflict Resolution
- Business/Entrepreneur
- Fund Fundraising/Grant Writing
- Public Speaking

Program Benefits:

- Relocation Allowance
- Training
- Choice of Education Award or End of Service Stipend
- Living Allowance

*Reliable personal transportation recommended