

Outreach Coordinator Job Description

Job Type: Part-time (15-20 hours per week)

Availability: Nights/Weekends

Compensation: \$18/ hour

Position Summary

Strong Start Academy Elementary School (SSAES) is hiring an Outreach Coordinator to join our team. The Outreach Coordinator will be responsible for building strategic relationships within the community, conducting a variety of outreach activities and working closely with our recruitment team to increase enrollment for the current and upcoming school years.

Primary Job Duties

Create, schedule and organize outreach activities and special events

Create awareness of SSAES and promote its presence to the community through marketing and advertising

Utilize social media presence to increase exposure to SSAES

Become well versed in the unique program offered at SSAES and act as a resource for interested families

Follow up with the families of prospective students who express interest in SSAES program and offerings

Become familiar with the enrollment process and assist with enrollment management efforts

Maintain an outreach and recruitment tracking system

Develop and maintain positive and effective working relationships with staff, students, parents, faculty and external contacts