

Community Outreach Coordinator (Rhode Island)

Start Date: ASAP
Team: Student Recruitment
Location: Providence, Rhode Island

About Achievement First:

Achievement First serves 15,000 students in 38 schools in five communities across Connecticut, New York, and Rhode Island. All of our students come to us through blind lottery. The majority are Black, Latinx, and children from low-income families who will be the first in their families to graduate from college. The mission of Achievement First is to deliver on the promise of equal educational opportunity for all of America's children. We know that every child—regardless of race, zip code, or economic status—deserves access to great schools. For more information about the Achievement First mission, model, our schools and team, please visit our website at www.achievementfirst.org.

Summary:

Achievement First seeks a Community Outreach Coordinator who will lead AF's community engagement and student recruitment efforts in Providence, Rhode Island. This is a great opportunity for an individual committed to building relationships with parents, community organizations and other constituents who are passionate about providing access to great education for every child. Reporting to the Director of Student Recruitment, the Community Outreach Coordinator will play an active role in building relationships with parents and managing student recruitment in Rhode Island.

Responsibilities of the Community Outreach Coordinator will include, but are not limited to:

- Build Community Partnerships
 - Responsible for managing relationships with a portfolio of community organizations and leaders in the Providence, North Providence, Warwick, and Cranston neighborhoods where we serve our students.
 - Conduct outreach to stakeholders through one-on-one meetings, site visits, and events to develop a sense of shared community and urgency around AF's mission.
 - Develop and implement new outreach ideas and programs.
- Manage Outreach to Families and Student Recruitment
 - Coordinate and execute an aggressive student recruitment campaign.
 - Meet specific student recruitment targets as outlined by the Student Recruitment Team Lead and school leaders.
 - Actively maintain and deliver regular reports about progress made towards student recruitment targets
 - Manage student recruitment data and organize reports which can be used to inform future campaigns.
- Manage School Partnerships
 - Responsible for managing relationships with schools through various touchpoints
 - Support schools as needed with any in school student recruitment events or enrollment activities they may host or execute

- Support Administrative Functions for Team Student Recruitment
 - Support Spanish translations for all geographies.
 - Support application verification and reconciliation for all EnollRI and SchoolMint applications.
 - Work with Data Associate to support data analysis and presentation.
 - Support running AF-owned lotteries and all lottery functionality.

Skills and Characteristics

- Excellent interpersonal skills
- Detail-oriented, highly organized and able to prioritize multiple tasks
- Strong problem solving skills
- Ability to work effectively both independently and as a member of a team
- Excellent written and oral communications skills in English and Spanish.
- Highly motivated and self-directed; capable of seeing projects through from beginning to end
- Strong work ethic and “roll-up-my-sleeves” attitude
- Results-oriented individual and willing to do “whatever it takes”
- Excellent computer skills including Microsoft Office; especially Outlook, Word and Excel;
- Experience with CRM tools/platforms
- Demonstrated commitment to education, low income communities, and communities of color; prior knowledge of Providence, North Providence, Warwick, and Cranston communities a plus;
- Fluency in Spanish required.

Educational Background and Work Experience

- Bachelor’s Degree (or equivalent work experience)
- Two to three years of work experience required
- Two years of organizing; community engagement or campaign experience strongly preferred
- Experience building, expanding, and maintaining strong partnerships within or outside of the education sector.

Compensation

Salary for this position is competitive and commensurate with experience. Additionally, Achievement First offers a comprehensive benefits package.

To Apply

Please send resume and one-page cover letter to:

Emma White
Acting Student Recruitment Team Lead
EmmaWhite@achievementfirst.org

Please visit the Achievement First careers site at <http://www.achievementfirst.org/careers/>. Achievement First is an equal opportunity employer and an organization that values diversity. People from all diverse backgrounds are strongly encouraged to apply. Spanish language proficiency is a plus. You can learn more about diversity at Achievement First here: <http://www.achievementfirst.org/about-us/diversity/>