

## **JOB POSTING**

**Title:** Adult Education Outreach Specialist (Bilingual/Spanish)

**Hours:** Full-time

**Status:** Non-exempt

**Minimum Hourly Rate:** \$19.80

**Posting Date:** **June 7, 2022**

**DEADLINE:** **July 15, 2022**

## POSITION DESCRIPTION

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| <b>TITLE:</b>            | Outreach Specialist (Bilingual/Spanish)   |
| <b>DEPARTMENT:</b>       | Adult Education (Racine/Kenosha/Walworth location)  |
| <b>DESCRIPTION DATE:</b> | March 9, 2022   |
| <b>PREPARED BY:</b>      | Jacob Gorges  |
| <b>APPROVED BY:</b>      | Jennifer de Montmollin  |
| <b>REPORTS TO:</b>       | Adult Education Enrollment and Compliance Manager   |
| <b>POSITION PURPOSE:</b> | The Outreach Specialist engages those without a High School Diploma or equivalent to participate in High School Equivalency Diploma (HSED) classes with the goal to improve educational attainment, work readiness and opportunity access within the community. This bilingual (Spanish/English) position recruits students, conducts orientations, delivers assessments, provides enrollment support and acts as a program liaison/ambassador. |

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### *Recruitment/Marketing*

- Works collaboratively with Gateway Technical College, City of Racine, Racine Unified School District, Racine County and other partner organizations in recruiting eligible students for participation in YWCA SEW's HSED program
- Assists with press releases, social-media campaigns, resource fairs, etc. aimed at spreading the word about YWCA SEW's HSED program
- Builds and maintains positive working relationships within the community
- Promotes HSED attainment by actively pursuing public speaking engagements with community-based organizations, employers and other interested/relevant parties

### *Front-End Student Engagement*

- Conducts multiple orientations each week as the portal of entry to YWCA SEW's HSED program
- Builds genuine rapport with students in order to facilitate success, following-up as needed to engage and encourage hesitant candidates
- Maintains up-to-date and accurate student demographic and progress data in assigned data systems
- Tracks front-end trends and works collaboratively with adult education staff and leadership to adjust service delivery as needed to maximize reach of and access to program
- Works collaboratively with Enrollment and Compliance Coordinator to deliver assessment and enrollment functions for students preferring Spanish language service delivery
- Communicates seamlessly with students, co-workers and partner staff to ensure the most appropriate and efficient path to credentialing

- Connects students with appropriate partner organization staff and resources as needed
- Accurately tracks and reports outcomes as assigned by management and/or program funders

**OTHER VALUABLE COMPETENCIES:**

- Self-driven, enthusiastic and detail-oriented
- Ability to meaningfully connect with diverse audiences
- Ability to effectively communicate orally and in writing
- Knowledge of social, economic, vocational, and emotional issues impacting persons with educational and employment barriers
- Ability to participate effectively as a team player and independently
- Ability to organize and execute tasks efficiently and accurately

**REQUIREMENTS**

- Associate's Degree from an accredited college/university preferred or the equivalent combination of education and/or experience as determined by hiring team
- Three (3) or more years of experience in a non-profit, case management or work for social service agency
- Valid driver's license and insured personal vehicle
- This position may require occasional evening hours
- Strong project management skills
- Proficient in Microsoft Office Suite (Word, Access, Excel, Outlook) and online databases
- Bilingual (Spanish/English)

**Work environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Moderate noise level
- Fast-paced
- High stress level

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Frequently required to sit at a computer for extended periods of time
- Frequently required to lift and bend
- Frequently required to walk or stand
- Frequently required to talk and hear

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**COMPENSATION PACKAGE:** Full-time position, hourly range: \$19.80 - \$21.63, offering comprehensive health plan (medical, dental and vision), paid holidays and generous PTO.

**HOW TO APPLY:** Send cover letter, resume and salary expectations to: [CV@ywcawis.org](mailto:CV@ywcawis.org)