



For Love of Children

POSITION TITLE: Bilingual Recruitment and Outreach Coordinator **FLSA:** Exempt

REPORTS TO: R&O Manager

DIVISION: Recruitment / Programs

This position description incorporates the core responsibilities of the job. It is recognized that other related duties not specifically mentioned may also be performed, and that not all responsibilities may be carried out depending on operational needs.

POSITION PURPOSE:

For Love of Children operates two programs that allow students to improve their educational skills and transform their lives. The Neighborhood Tutoring Program (NTP) helps students in grades 1-12 achieve grade-level competency in reading and math through one-on-one attention and a structured, step-by-step curriculum. The FLOC Scholars Program serves students in grades 6-12 and beyond, helping them gain the skills needed to graduate from high school, pursue higher education, and succeed in college and career. The Recruitment and Outreach team at FLOC ensures that these two programs have the volunteers and the students they need to be able to run full, strong, and successful programs.

Under the supervision of the Director of Programs, the Bilingual Recruitment and Outreach Coordinator guides and executes a strategic plan to recruit students and volunteers for FLOC's DC-based educational programs by: 1) promoting student enrollment and managing a caseload of applicants and prospective enrolled families, 2) developing student recruitment strategy, including maintaining and growing FLOC's referral partnerships, and 3) promoting volunteer opportunities and managing a caseload of prospective volunteers.

PRINCIPLE ACCOUNTABILITIES:

Student Recruitment and Intake (65%)

Facilitates activities to generate interest for community-based programs including flyering, community partnerships, tabling events, and more. Promptly follows up with interested families and ensures they complete an application. Promptly follow up with a caseload of applicants and help them through the intake process. Facilitates parent conversations and student testing. Responds to parent issues and questions promptly. Serves as primary contact for FLOC's Spanish-speaking families through the intake process (including phone and in-person conversations and group presentations) and translates documents and materials as needed. Oversees the student intake and onboarding process by monitoring deadlines and testing and FLOC 101 sign-ups. Assists with monitoring and maintaining student database. Works with the Director of Programs and the Volunteer Recruitment and Outreach Coordinator to continually refine and improve the student intake process.

Student Recruitment Strategy and Partnership Development (15%)

Plans a variety of community outreach strategies for student recruitment at FLOC's community-based programs, including flyering and school visits and other recruitment events. Maintains existing partnerships with contacts at schools and nonprofits for student referrals, and pursues other strategic



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partnerships for student recruitment and referrals. Works with the Director of Programs and the Volunteer Recruitment and Outreach Coordinator to continually refine and improve the student intake process.

Volunteer Recruitment (15%)

Facilitates activities to generate interest in tutoring and volunteering, including flyering, tabling events, community partnerships, and more. Promptly follows up with a case load of potential volunteers and guides them through the intake process. Facilitates volunteer orientations. Provides ongoing support to volunteers through the intake process. Contributes to strategy development around volunteer recruitment.

Other Duties (5%)

Assists with training of other FLOC staff, including volunteer members and interns. Highlights students with spotlight stories for the FLOC blog. Coordinates one FLOC signature event per year and serves on other cross-department committees and teams throughout the year as necessary. Keeps good records and assists in reporting on recruitment efforts and outcomes.

EDUCATION:

Bachelor's degree.

EXPERIENCE:

- 1-2 years' experience in community outreach, partnership development, parent engagement, volunteer management, and/or marketing.
- Spanish & English language fluency required
- Enthusiastic about the FLOC mission, education, and the nonprofit sector. Experience with FLOC programming a plus.
- Knowledgeable about education, community-based organizations, or social services. Familiarity with the Washington, DC, community a plus.
- Highly organized, detail oriented, and motivated to learn a variety of skills.
- Excellent oral and written communication skills.
- Strong computer skills, including Microsoft Office.

TO APPLY: Send resume and cover letter to Recruitment@FLOC.org