

## **Job Title**

### **Community Outreach & Enrollment Coordinator**

## **Role Summary**

The Community Outreach & Enrollment Coordinator is an essential internal role at FLOC under the supervision of the Recruitment & Outreach Manager, the Community Outreach & Enrollment 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.

## **Work You'll Do**

The Community Outreach & Enrollment Coordinator will be responsible for the following tasks:

- 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, including phone and in-person conversations and group presentations.
- Provide a great deal of communication to parents by responding to any concerns and questions promptly.
- Oversees the student intake and onboarding process by monitoring deadlines and testing and FLOC 101 sign-ups.
- Assists with monitoring and maintaining the student database.
- Participates in a variety of community outreach strategies for student recruitment at FLOC's community-based programs, including flyer distribution and school visits and other recruitment events.
- Promptly follows up with a case load of potential volunteers and guides them through the intake process.
- Facilitates volunteer orientations.

## **Other Duties**

- 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.
- Perform other duties as assigned.

## **About the Team**

The Community Outreach & Enrollment Coordinator will join a talented team of mission-driven staff that believes in the mission and vision at FLOC.

For Love of Children operates programs that allow students to improve their educational skills and transform their lives. 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.

This individual will be expected to have excellent communication skills, be exceptionally motivated, extremely organized, and a highly committed rising star who will work in Washington D.C.

### **Now Let's Talk About You!**

#### **Job Requirements:**

- Bachelor's degree or equivalent work experience
- Must be motivated, organized, possess excellent communication and have strong interpersonal skills
- 1-2 years' experience providing educational programming to school aged youth.
- Program administration and /or supervision experience.
- Enthusiastic about the FLOC mission, education, and the nonprofit sector. Experience with FLOC programming is a plus.
- Knowledgeable about education, community-based organizations, or social services. Familiarity with the Washington, D.C. community is a plus.
- Highly organized, detail oriented, and motivated to learn a variety of skills.
- Excellent oral and written communication skills.
- Strong computer skills, data management, and analysis.
- Microsoft Office and/or Google Suite proficient.

#### **FLOC's Vision**

Our vision is a city where every child's potential – regardless of zip code, skin color or family status – is unlocked with a post-secondary degree, opening the doors to success in life.

#### **We believe...**

- Every child matters and is equally important.
- The best education combines quality in the classroom with enhanced learning opportunities outside the classroom.
- Every family who needs and wants these opportunities should have guaranteed access.
- Every child deserves a clear, viable path to a post-secondary degree.

#### **Benefits**

FLOC offers competitive salaries based on the experience and skills of employees. Additionally, FLOC provides a comprehensive benefits package that includes:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance

- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

**Schedule:**

- 8 hour shift
- Weekend availability

**Education:**

- Bachelor's (Preferred)

**Next Steps**

If this sounds like the sort of role for you, apply now! Please send your **resume** and **cover letter** in attachment form to [recruitment@floc.org](mailto:recruitment@floc.org), with the subject line, "FLOC Human Resources." Only competitive candidates will be contacted and invited to participate in the selection process. No phone calls please. Applications are accepted until the position is filled.

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**Equal Employment Opportunity Disclaimer**

For Love of Children is committed to a policy of equal opportunity for all persons without regard to race, creed, color, sex age, religion, national origin, disability, citizenship, sexual orientation, political affiliation, or any other illegal basis or discrimination. Applicants and employees receive equal opportunity in recruitment, hiring, promotion, discipline, transfers, benefits, services, training, termination and all other personnel procedures. FLOC believes that every employee should have the opportunity to achieve his or her potential, limited only by individual ability to perform the work, level the effort, experience and training, and should be able to work in an environment free of discrimination or sexual or other harassment.