



For Love of Children
Teach. Empower. Transform.

Job Title

Community Outreach & Enrollment Coordinator

Classification: Part-time, Non-Exempt

Reports to: Director of Strategic Partnerships & Program Development

Staff Supervision: No

Salary: \$18-\$20/hr

Role Summary

The Part-time Community Outreach & Enrollment Coordinator is an essential internal role at FLOC under the supervision of the Director of Strategic Partnerships & Program Development, the Part-time 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) collaborating on student recruitment strategy, including maintaining and growing FLOC's referral partnerships, and 3) promoting volunteer opportunities and managing a caseload of prospective volunteers.

Key Responsibilities

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

- Attend community outreach events for purposes of promoting and engaging potential volunteers, participants and supporters
- Collaborate with local community organizations and partners to promote our services and enrollment opportunities.
- Promptly follow up with potential applicants and guide them through the intake process, including phone and in-person conversations
- Participates in a variety of community outreach strategies for student recruitment at FLOC's community-based programs, including flyer and school visits and other recruitment events.
- Maintain accurate records and data related to outreach efforts and enrollment progress.

About the Team

The Part-time 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:

- Associates degree or equivalent credit hours or 2 years or more of work experience (coordinator of volunteerism, recruitment, activities, marketing, etc.)



For Love of Children

Teach. Empower. Transform.

- Ability to interact with a friendly, enthusiastic, energetic and outgoing manner with community members and those interested in FLOC's mission
- Ability to understand and promote all program services, volunteer opportunities and registration methods
- Ability to generate and implement creative engagement ideas
- Google software 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:

- Life insurance
- 403(b) Retirement plan

Schedule:

- Hybrid (office/community)
- 4 hour shifts/5 days a week between the hours of 9-5 pm, including one Saturday a month.

Education:

- Associates degree or equivalent credit hours or 2 years or more of work experience

Next Steps

If you are passionate about making a positive impact in our community and possess the necessary skills for this role, we encourage you to apply. Please send your resume and a cover letter detailing your relevant experience and explaining why you are interested in this position to recruitment@floc.org. 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.

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



For Love of Children

Teach. Empower. Transform.

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.