



Title: Outreach Coordinator
Reports To: Director of Employment Programs
Classification: Regular, Full-time, Non-Exempt

Job Purpose: The Outreach Coordinator is responsible for developing and maintaining strategic community relationships with external partners for the purpose of recruiting youth into Tree Trust programs, for developing job training and internship host sites, and for connecting stakeholders to our Community Forestry programs. As the first point of contact, the Outreach Coordinator will act as a company liaison with potential referral partners, program participants, employer partners and community forestry partners.

Essential Functions:

Participant Recruitment

1. Identify and develop a base of contacts in the community who will provide referrals for youth and young adults to the services and programs that Tree Trust offers.
2. Develop and implement effective recruitment strategies to identify and obtain applications from young adults who are suitable for the Young Adult Conservation Corps (YACC) program.
3. Work with Program Coordinators to ensure open communication regarding goals for recruitment and intake process of potential young adult participants.
4. Process intake of new young adult applications to assess eligibility and refer applicants to appropriate program.
5. Plan, coordinate and deliver workshops with Employment Readiness skills delivery and program information to potential participant candidates.
6. Evaluate recruitment methods of participants to ensure the activities meet specified objectives.
7. Coordinate and attend community events which includes tabling's and presentations at partner sites, job fairs, etc.

Work Site and Employer Recruitment

1. Plan and make presentations to groups including potential host sites and employment partners, business representatives and community organizations.
2. Coordinate with the Program Coordinators to identify young adult career preferences which will help direct development of potential new employment opportunities.
3. Develop and maintain an employer base committed to providing employment opportunities to young adults whom Tree Trust serves.
4. Identify, recruit and complete host site agreements with non-profit and private businesses willing to supervise youth and provide meaningful job training experience during the summer.
5. Develop host site supervisor contact list and host site job descriptions. Provide this information to the Program Coordinators for the purpose of referring youth to host sites.
6. Develop and provide program orientation to host site supervisors.
7. Evaluate work site and employment partner recruitment methods to ensure the activities meet specified objectives.

Community Forestry Outreach

1. Present Learning with Trees program to schools and community partners
2. Provide tabling and presentations at community forestry and environmental events as directed
3. Support forestry division in presenting canopy restoration services to local municipalities

Administrative Duties

1. Coordinate, collaborate and deliver Business Advisory Council (BAC) meetings.
2. Maintain a current knowledge of Tree Trust's services and programs.
3. Stay current with local labor market and career pathway trends.
4. Develop activities and related timelines to meet established program goals.
5. Develop guides and agreements for host sites to be consistent with local, state and federal regulations.
6. Develop recruitment tracking system/database for purposes of gauging success, tracking trends, and projecting future strategies.
7. Work with the Marketing department to develop necessary marketing tools and materials.
8. Other duties as assigned.

Required Qualifications:

- Bachelor's degree in Human Services, Social Work, Communications, Sales & Marketing OR at least 3 years of relevant experience in Outreach, Communications, or Sales or other relevant experience.
- Proficiency in Microsoft Word, Excel, PowerPoint, Outlook and web based applications.
- Reliable personal transportation and a valid driver's license with the ability to travel within the metro area regularly.
- Ability to pass a criminal & motor vehicle background check.

Skills, knowledge, abilities:

- Ability to communicate effectively with large groups of people to provide information about and gain support for Tree Trust programs
- Strong verbal and written communication skills.
- Friendly, assertive, energetic individual with the ability to communicate effectively with large groups of people to present and gain support of Tree Trust programs.
- Past success in working with diverse populations.
- Autonomous, self-starter that is highly organized with great attention to detail. Candidate needs to be comfortable working independently without significant direction
- Understanding of labor market trends and employer needs is helpful
- Knowledge of person-centered approaches is helpful

To apply, please complete and submit the application at <https://www.surveymonkey.com/r/NWMHYSN>

Tree Trust is an Equal Opportunity Employer.