

Recruitment and Outreach Coordinator

Employer: Literacy Coalition of the Permian Basin

Job Title: Outreach & Recruitment Coordinator

Partial remote/telecommute opportunities in the Trans-Pecos Region of Texas.

Type: Full-Time

Category: Exempt

Supervisor: Executive Director

Organizational Overview

The Literacy Coalition of the Permian Basin is a non-profit organization that exists to increase the literacy levels and skills of all people in the Permian Basin, improving their quality of life. The provision of adult literacy instruction is the coalition's primary program. Due to low literacy levels in the 22-county service region, the coalition will need to work through existing service providers in some areas, increase the availability of instructional opportunities in others, and serve as the provider in others.

Position Overview

The Recruitment and Outreach Coordinator is responsible for engaging collaborative partners across the Trans-Pecos Region of Texas to maximize available resources and empower all members for greater impact. This team member will develop an active, ongoing recruitment plan for adult and family engagement, conduct testing of adult literacy levels, raise awareness, engage stakeholders to improve enrollment of adults in programs, and provide support as needed.

Strong communication and interpersonal skills are required.

Duties and Responsibilities

Develop and implement a community outreach plan to increase awareness and engagement with the Literacy Coalition of the Permian Basin in the Trans-Pecos Region of Texas.

Identify and recruit individuals who have low literacy to participate in Adult Education opportunities.

Administer and proctor pre-tests and post-tests for program referrals and program growth.

Connect participants to existing services and assist with capacity-building for these services.

Develop and implement a volunteer recruitment plan to attract a diverse group of volunteers to support LCPB initiatives as needed.

Lead LCPB efforts in the Trans-Pecos Region of Texas by building relationships with businesses and organizations and identifying opportunities to grow programs and resources for adult literacy.

Collaborate with fundraising staff and maintain consistent messaging in outreach work.

Collect and evaluate data to track adult recruitment in programs, and update provider services for the website and promotional materials.

Collaborate with other staff members to develop collateral materials for presentations and recruitment.

Participate in board and special events and projects as required.

Qualifications

BA/BS degree in education or related field or equivalent training and experience.

Experience in developing and administering community outreach programs.

Excellent written and oral communication skills. Effective speaker.

Demonstrated time management and organizational skills.

Strong computer skills (MS Office, Word, PPT, Outlook, Excel) and ability to learn new computer skills as needed.

Reliable transportation.

Compensation and Benefits

Salary commensurate with experience.

Medical, dental, and vision benefits

Retirement plan

2 weeks of paid vacation (first 12 months) and 11 paid holidays

To Apply:

Applicants should send a resume, cover letter, and salary requirements to Info@literacypb.org, and include the Outreach & Recruitment Coordinator - Trans-Pecos Region in the subject line.

Applications will be reviewed on an ongoing basis until the position is filled.