



**Position Title**                      **Community Engagement Specialist**

**Reports To**                              **Program Director**

**Schedule**                                **Full time, Exempt**

**Position Description**

The Community Engagement Specialist is an integral member of the PWFC team, collaborating with partners and stakeholders to support the program’s goals. The Community Engagement Specialist leads student recruitment efforts, coordinates volunteers, plans field trips, and collaborates with partner organizations. As a member of the program team, the Community Engagement Specialist also meets with students and leads program sessions.

Specific responsibilities include but are not limited to the following:

- Manage recruitment of students for PWFC programs
- Recruit and manage volunteers, including mentors, guest speakers, tutors
- Develop and lead service projects and community events in program
- Develop and maintain relationships and MOUs with partner organizations
- Deliver program activities and teambuilding efforts to build relationships among students and cohorts
- Plan and lead field trips and exclusive summer internships
- Develop and manage alumni network
- Publish parent newsletter
- Manage mentor communications and reporting, including mentor FB group
- Implement afterschool workshops
- Chaperone field trips
- Manage a weekly caseload of high school and college 1:1 meetings; provide referrals and resources to address student needs
- Maintain accurate student records in GradSnapp
- Participate in program team and all staff meetings and special projects
- Other duties as assigned

**Qualifications and Competencies**

- Bachelor’s degree required
- Two or more years of experience working with youth
- Demonstrated experience in community outreach, partnership development, and/or volunteer coordination
- Excellent interpersonal and relationship-building skills with diverse populations of students, parents, volunteers and school partners
- Outstanding skills in work planning, organization, and facilitation
- Ability to work both independently and in a team

- Self-driven and resourceful
- Strong computer skills, including proficiency in MS Office tools (Word, Excel)
- Must have a valid driver's license and access to reliable transportation to meetings throughout City of Chicago and suburbs
- Ability to lift and carry supplies and materials weighing up to 25 pounds
- Ability to attend occasional weekend and evening meetings and events
- A commitment to Pass With Flying Colors' mission, particularly the value of a college degree for first-generation students

Preferred qualifications include: fluent in Spanish and/or Arabic; knowledge of college access and persistence strategies.

Applicants must submit to all required pre-employment screening and background checks.

#### **Compensation**

Salary range for this position is \$32,000 - \$38,000. Salary is commensurate with experience. Full-time employees also receive benefits including paid time off and a health care stipend.

#### **Application Information**

Interested applicants should e-mail cover letter and resume to Samantha Rudnicki ([srudnicki@passwithflyingcolors.org](mailto:srudnicki@passwithflyingcolors.org)) by May 29, 2019 with the subject line "Community Engagements Specialist." No phone calls please.