



***Are you outgoing?***

***Do you have marketing or community outreach experience?***

***Enjoy talking to people individually and in groups?***

***Are you articulate and able to communicate well?***

***If you answered yes, then this job is for you!***

## **OUTREACH SPECIALIST POSITION**

### **About JobTrain**

Located on the Menlo Park/East Palo Alto border, JobTrain is a private non-profit job-training center and accredited school that offers an array of career training programs and supportive services for adults and out-of-school youth to help lead them to sustainable, stable careers. We serve individuals who have overcome significant academic, career and personal challenges to be successful in school and work arenas, and you will help make this a reality!

The Outreach Specialist will be an emissary of JobTrain, who will focus on cultivating meaningful relationships with agencies and community based organizations, in order to increase interest and enrollments in JobTrain's training programs. Current career training programs focus on construction, healthcare, information technology and culinary arts, which are all high-demand, growing fields. Over 75% of program graduates are placed into jobs, making well above minimum wage.

The Outreach Specialist needs to have a commitment to empowering low-income and underserved populations – helping those most in need succeed. This role is vital to the success of JobTrain and to helping change people's lives for the better.

### **About the Position:**

- This is a Full-time position at JobTrain.
- The Outreach Specialist will report to the Outreach, Admissions, and Resource Center Manager.
- The Outreach Specialist's primary objective is to increase awareness about JobTrain's training programs and services, in the Tri-County area (San Mateo, Alameda and Santa Clara County) with the aim of increasing interest and enrollments in training.
- The Outreach Specialist will also assist with daily operations in JobTrain's Resource Center.

### **Duties and Responsibilities:**

#### **Outreach**

- Become familiar with JobTrain training programs, services, and resources.

- Research and target organizations, agencies, and in the tri-county area that work with populations most in need.
- Identify and develop relationships with identified organizations via visits and correspondence.
- Deliver presentations and/or informational collateral to identified organizations; must be comfortable speaking to groups.
- Work together with the Outreach Manager to develop effective strategies and methods regarding outreach.
- Make recommendations for improving recruitment strategies and goals, as well as provide input and recommendations on daily operations in the resource center.
- Input data into Salesforce, such as leads, contacts, and interactions (training for this will be provided).
- Represent JobTrain at community outreach events including job fairs, and neighborhood meetings, and occasionally host informational tables.
- Other related duties as required.

## **Resource Center**

- Field questions regarding available training and resources at JobTrain.
- Monitor the computer use in the Resource Center, and assist computer users who are not tech-savvy.
- Assist job seekers with resume advice, filling out a job application, and other job search needs.
- Learn to facilitate JobTrain's weekly New Student Orientation and help input new student registrations into Salesforce (training provided).
- Conduct work readiness and other workshops.
- Learn about partner programs and make referrals.
- Maintain professional appearance of the job center, including updating the job board.
- Other related duties as required.

## **Qualifications**

*Experience:* Experience working with outreach and/or marketing tasks, including recruitment and community awareness. Experience working at the community level and engaging with the general public.

*Education:* A bachelor's degree from an accredited college or university in education, counseling/psychology, social work, or other human services is preferred. An equivalent combination of education and experience may be substituted.

*Personality:* You are bright, eager, and tireless. You love to meet new people. You understand the population and demographic of people that we aim to serve, and are comfortable in that environment (ex: visiting homeless shelters).

*Other:* Excellent communication is essential for this role. Bilingual English/Spanish preferred. You must have reliable transportation for outreach responsibilities.

## **How to Apply**

Interested candidates should email a résumé and cover letter to [info@jobtrainworks.org](mailto:info@jobtrainworks.org) with **Outreach Specialist Position** in the subject line. JobTrain is an equal opportunity employer. Successful candidates must have legal residency and work eligibility in the United States (per INS Form I-9 instructions). **JobTrain will require the successful candidate to undergo a background check.**