



Outreach Director Job Description

Overview

Position:	Outreach Director of the After School Activities Program in Silverton, OR
Salary Range:	\$20-24 per hour, depending on experience
Anticipated Start:	August 15, 2022
Hours:	2:00-6:00 pm Tuesday – Thursday (required hours) Discretionary Hours (community presentations, meetings, grant writing, program preparation etc.) not to exceed 20 hrs per week)
Paid Time Off:	20 hours of Personal Time Off, paid
Unpaid Time Off:	10 weeks total: Thanksgiving, Winter Break, Spring Break, Summer Break

The ASAP Outreach director strengthens the relationship between ASAP and the community based on the overall mission of the program: to provide support for middle school youth through academic coaching, mentoring, and nourishment, as a means to assist them in adolescence. The Outreach Director's main responsibilities will be to communicate the mission and encourage participation in ASAP to the public (employees, volunteers, Silver Falls School District, parents, students etc.). This can be done by organizing outreach campaigns (in person or via social media) and coordinating engagement events. The Outreach Director needs to value collaboration, clear communication, creativity, flexibility, leadership, and patience.

Specific Responsibilities

- Be the liaison with parents, collaborators, school management, volunteers, and visitors to display the site and the program positively.
- Build relationships with schools, parents, and community groups to spread the word about ASAP and build support for it. The executive director may meet with parents, church groups, community groups, and school representatives from both Middle School and Elementary Schools to discuss the program and its benefits and seek feedback on how it can better serve children.
- Manage ASAP's social media presence on Facebook, Instagram, etc.
- Acts as the liaison between ASAP paid staff, volunteers, participants, and parents who are bilingual in English and Spanish and/or Russian language.
- Acts as the liaison between ASAP paid staff and participants with the School District.
- Collaborate with the Program and the Outreach Directors to coordinate volunteer training, staff meetings, and policy reviews.
- Participates in state or national training and professional development and provides training opportunities and materials for staff and volunteers.
- Collaborate with staff and board members in moving long-range projects forward, improving organizational systems, and tasks related to the evolvement of ASAP.
- Other duties as assigned by the Board.

Qualifications

- Ability to collaborate as part of a team
- Ability to prioritize and multitask effectively
- Self-starter, proactive and takes initiative
- Flexibility and willingness to adapt to the needs of the organization
- Always treats youth, coworkers, and volunteers with respect and kindness
- Bilingual in English and Spanish and/or Russian language (preferred, not required)
- Any combination of education and life experience that provides the required set of skills and experience necessary to perform the essential functions of the position
- This position will offer paid training to receive a valid Oregon Food Handler's card, First Aid & CPR certification and OCC Basic Safety Set Training

**This position is funding-dependent.

***The ASAP Program Director reports directly to the ASAP Board of Directors.

****ASAP is an equal opportunity employer that does not discriminate based on race, ethnicity, age, gender, or any protected class. We acknowledge that a diversity of ethnicities, nationalities, socioeconomic backgrounds, gender expressions, sexual orientations, learning differences, and life experiences within our community, enhance our school's learning environment, and we are committed to cultivating equity and inclusion.

*****To apply, please apply through this link: <https://forms.office.com/r/jRVHmNacfn>

*****If you have any questions, please direct them to our Board Chair, Laura Beville at asapsilvertonor@gmail.com