



## ***Outreach Specialist – Bridges to College and Careers program***

**JVS Boston** is one of the largest workforce development agencies in New England, changing people's lives and strengthening our communities. We are looking for a qualified Outreach Specialist for our Bridges to College and Careers (BTCC) program (full-time position) in our main office in Boston, MA.

**Position Summary:** Under the direction of the Coaching Manager of Bridges to College and Careers, the Outreach Specialist:

- Conducts outreach and recruitment for the Bridges to College and Careers program
- Works collaboratively with community partners, government agencies, local employers and other entities to identify adult students interested in post-secondary education credentials and related career paths
- Meets program enrollment goals
- Demonstrates strong networking, outreach, marketing, time management, project management capabilities, as well as, a strong commitment to the program mission and goals

### **Minimum Qualifications and Experience:**

- Bachelor's Degree in Human Services, Communications, Human Resources, Education, or related field is required
- Two to four years of related experience
- Strong organizational skills, including strategic planning, creating systems of work, and organizing team efforts
- Ability to manage projects autonomously
- Ability to work well under pressure, think independently and be a problem solver when challenges arise
- Demonstrated experience with public speaking, recruitment, and marketing
- Strong writing and proofreading skills
- Comfortable traveling around the Boston Metro Area
- Excellent phone skills, including willingness to cold call organizations and individuals to introduce the Bridges to College program
- Flexible and adaptable with an ability to readjust plans quickly to handle new problems or concerns.
- Ability to motivate a team towards the completion of a goal
- Comfort in digital marketing (including e-mail marketing, social media, and other forms of reaching large groups of people via the internet). Training is available, but a basic understanding and skill is required
- Proficient in Microsoft Office (Publisher) Google Docs and data management required

**Working Conditions:** Regular local travel, evening hours and some weekend availability required.

To learn more about Benefits and to apply for the position, please visit JVS [JVS Careers](#) . Please send an email to [resumes@jvs-boston.org](mailto:resumes@jvs-boston.org) in case you have any questions.

Thanks and regards,  
-JVS Human Resources Team!