



Outreach and Recruitment Coordinator

The mission of C5 Texas is to change the odds for high-potential youth from risk-filled environments, inspiring them to pursue personal success, and preparing them for leadership roles in college, work, and their communities.

In support of the C5 Texas mission, the Outreach and Recruitment Coordinator will plan and organize outreach and recruitment of new students, assist with retention of current students, and parent engagement as its' related to recruitment and admission of new youth into the C5 Texas program.

Qualifications:

Education/Certification: Bachelor's Degree preferred, 2-3 years' experience in recruitment and admissions is preferred. Must live or be willing to relocate to the DFW metropolitan area. Ability to lift 40 pounds and carry items 50 feet or more. Position is work from home but requires in-person and virtual, working events and activities.

Special Knowledge/Skills: Strong computer and business skills, strong organizational communication, public speaking, public relations, and interpersonal skills. Ability to communicate in both written and oral. Bilingual preferred, but not required. Ability to create and conduct presentations. Ability to establish and maintain effective working relationships both internally with staff and volunteers and externally with schools, community organizations and others external partners.

Job Duties (include but are not limited to the following):

1. Facilitate the recruitment and retention strategy set by the Executive Director, while meeting output and outcome goals during the application process.
2. Assist with developing and implementing outreach strategies to recruit, sustain and actively involve youth in the C5 Texas program.
3. Establish and maintains collaborative working relationships with elementary and middle school personnel (i.e., guidance counselors, teachers, and program Leaders), civic and community organizations, youth, and parents to inform about the C5 Texas mission and gain support of the C5 program.
4. Prepares outreach materials such as flyers, letters, posters and creates social media posts designed to ensure youth receive application information and instructions on how to apply.
5. Coordinate with campus leadership on communication material for families and students such as weekly newsletters, social medial posts, events flyer, emails, and text communications to maintain an enrollment/retention/engagement focus.



6. Provide and manage participant/program data, including pulling of reports, updating data file, etc.
7. Collaborate and build relationships with community organizations to increase awareness and promote enrollment.
8. Collaborate with school and community staff/leadership to assist with coordinating on-campus and virtual youth interviews.
9. Help coordinate, plan, and attend various on- and off-campus outreach and recruitments activities, including open houses, school visits, lunch tabling, school tours, parent nights, preview days, orientations, etc.
10. Map out viable recruitment events with the DFW Metroplex.
11. Support a caseload of students through the intake process, including managing and analyzing recruitment related data, and maintaining a waitlist.
12. Oversee and measure proactive communication with prospective parents and students via phone, email, text, and social media.
13. Oversee and manage recruitment process ensuring C5 Texas reaches the goals set for recruitment and retention success including scheduling engagement opportunities, main contact for applicant questions, including daily management of the recruitment email inbox.
14. Coordinate and work with parents and students to ensure accepted youth attend the first year of C5 Camp Leadership U program.
15. Participate in program team meetings to help capture key takeaways and actions.
16. Amplify C5 Texas's message through social media and other external communication tools.
17. Prepare regular updates on student progress for C5 Texas to share with recruitment partners.
18. Takes on additional tasks as directed by the Executive Director and may be assigned other work duties to help support the C5 Texas community.

The C5 Texas is an equal employment opportunity employer. We seek a broad and diverse pool of candidates and strongly believe that our organization benefits from the perspectives and talents of a diverse staff.

C5 Texas believes in creating community among our staff, Leaders, families, volunteers, donors, and communities we work, play and live. We expect staff to participate in C5 activities, events, meetings, and committees, etc. Our Cornerstone Codes guide the way we work with others and one another to build the futures we wish to see and are the behavioral expectations for everyone in the C5 community.

All employees are required to follow the C5 Texas and C5 National policies and procedures.

If interested, please email Dani Bethune at Daneshe.bethune@c5texas.org with your resume.



About C5 Texas

Established as a non-profit 501(C)3 in 2008, the mission of the C5 Youth Foundation of Texas is to change the odds for high potential youth, inspiring them to pursue personal success and preparing them for leadership roles in college, work and their communities and the ONLY five-year youth leadership program in north Texas. C5 Texas does this by engaging middle and high school students from under resourced communities in five years of intensive leadership experiences including year-round leadership development programs, signature summer activities, community action, and preparation for continuing education and career development. Since 2008, 100 percent of our 5th year students have graduated high school and 97 percent have been accepted into higher learning.