



Job Title: Recruitment and Enrollment Coordinator
FTE: 1.0
Reports to: Director of Programs

Salary: \$42,000
Last Update: April 2023
Classification: Full-time Exempt

Empower House provides transformative community health services, youth development programs and advocacy opportunities that empower women and girls of color. Empower House envisions a world where all women and girls are empowered to transform themselves, their families, and their communities.

The ideal candidate for this position can share their passion for grassroots community transformation and connect their professional and volunteer experiences to our mission. The candidate should have an understanding of equity, intersectionality and asset-based approaches to program engagement. Our organizational philosophy is based on understanding how the intersections of sexism, racism, and other forms of oppression have historically excluded the full participation of BIPOC women and girls from flourishing community. Women, people of color, LGBTQ and nonbinary individuals are strongly encouraged to apply.

Reporting to the Director of Programs, the Recruitment and Enrollment Coordinator is responsible for the strategic recruitment, enrollment, and retention of participants for Empower Parents and Empower Youth programs with intentional focus on Effective Black Parenting and Youth Mental Health.

Responsibilities:

- Clearly and thoroughly understand and communicate services offerings, program requirements, and enrollment procedures of target EHSA projects
- Research potential collaborators and conduct needs assessment
- Develop and execute strategic outreach plan specific to targeted program demographic and area
- Coordinate, organize, and attend meetings with potential recruitment and referral partners
- Collaborate with Community Engagement Coordinator to develop flyers and presentations
- Strategically support outreach and recruitment events and graduations related to target projects
- Network and collaborate with other non-profits, school districts, businesses, churches, community leaders, and service providers to promote target projects and identify new and existing resources for youth and families.
- Respond to community requests for outreach and access to EHSA services.
- Support program staff with participant enrollment including data entry.
- Collaborate with program staff and partner orgs on logistical details including class schedules, graduations, incentives, and referrals.
- Collaborate with Data Analyst to research, create, and edit necessary forms and fields in DocuSign, JotForm, and Salesforce.
- Partner with programs and data teams to explore innovative approaches to recruitment, enrollment and retention, with focus on bridging digital barriers.

Communication:

- Uphold the Empower House values of Solidarity, Empathy, Collaboration and Creativity.
- Demonstrates a willingness to cooperate and add to a positive team dynamic.
- Collaborate with high-performance, constructive peer groups.
- Must have understanding of trauma informed care, asset-based community engagement, and restorative justice.
- Must have strong public speaking/presentation skills.
- Must be able to utilize resources available with referrals to assist families in crisis.

Qualifications

This is an extraordinary opportunity for an individual with a passion for culturally relevant asset-based approaches to community empowerment.

Specific requirements include:

- Bachelor's degree preferred
- Excellent verbal and written communication skills with exceptional attention to details
- Bilingual (Spanish/English) preferred
- Ability to establish and maintain collaborative relationships with a variety of diverse community and organizational stakeholders.
- Demonstrated proficiency and ease with technology,
- Strong organizational skills
- Evidence of successfully planning and organizing work with short- and long-term timeframes.
- Must have the ability to thrive in a flexible, fast paced growth-oriented environment

Empower House provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. Empower House will provide reasonable accommodations for qualified individuals with disabilities.