



## **Pinellas Education Foundation**

**Job Title:** Youth Outreach & Recruitment Specialist

**Department:** Programs

**Reports To:** Youth Connect Project Manager

**Salary Status:** Non Exempt

**About us:** The Pinellas Education Foundation is dedicated to accelerating achievement for all students through the effective mobilization of resources, relationships and innovation. The Foundation has been in existence for 35 years and regularly achieves national recognition as a leading education foundation in the country. Some of our signature programs include Enterprise Village and Finance Park and Take Stock in Children, which are all initiatives that got their start in Pinellas County Schools and expanded through partnerships to statewide and international impact. Pivotal to our success is our commitment to equity, collaboration, and innovation. It is through the combination of a commitment to our vision and mission, an effective board, strong staff, and key community partners that the Foundation continues to thrive and maintain high levels of success.

### **Job Description:**

The Youth Outreach and Recruitment Specialist grant funded position performs varied duties in the recruitment of students in appropriate career preparation programs. Works with schools, training providers and other organizations in locating students who will qualify as participants under the terms of the grant. Works with guidance and admissions department to ensure students are assisted in the selection of an appropriate career preparation program based on aptitude and career assessment. Position works under general supervision, and requires exercising of independent judgment.

### **Responsibilities:**

- Maintains knowledge of WIOA Youth eligibility, regulations and program policies and procedures
- Develops linkages and maintains effective working relationships with schools, training providers, local and state youth service agencies, community-based organizations and business to promote Youth Connect and elicit participant referrals.
- Implements daily recruitment and outreach activities.
- Develops and delivers presentations to various organizations, attends events, open houses and recruitment fairs to promote the Youth Connect program and services.
- Reaches out to prospective participants via in-person meetings, phone calls, emails etc. and responds to prospective participants inquiries.
- Works closely with Youth Career Coordinators to ensure that prospective participants begin the enrollment process in a timely manner.
- Keeps records of outreach and recruitment efforts and reports results to the Project Manager.
- Performs other duties as needed to meet grant contractual agreement.

**Educational/Experience:** Working knowledge of teacher and student experiences in public education. College degree is preferred but not necessary. Experience working with youth preferred.

**Skills:** Excellent presentation and public speaking skills and pleasant manner working with people. Strong organizational skills. Excellent writing ability. Proficient in Microsoft Office Suite. Familiarity with Pinellas County, valid driver's license and reliable transportation.

**Physical Demands:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

**Work Environment:**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

**Disclaimer: The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notices.**

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Interested applicants should email their cover letter and resume to Lisa Fasting at [lisa.fasting@pinellaseducation.org](mailto:lisa.fasting@pinellaseducation.org) No phone calls will be accepted. Include "Youth Outreach & Recruitment Specialist" in the email subject line. The position pay rate range is \$17.50 - \$18.50/hour based on similar work experience.