

The Buffalo Urban League

Seeking: Outreach Specialist

The Buffalo Urban League is seeking a highly skilled, self-motivated, and entrepreneurial individual to serve as Outreach Specialist. Under the general supervision of the Northland Workforce Training Center (NWTC) Manager, Outreach and Recruiting, the Outreach Specialist is responsible for coordinating daily outreach activities and establishing relationships with organizations, families, and school systems to assist with meeting the expected outcome to train over 350 adult students in the Advanced Manufacturing & Energy sectors on an annual basis. Is Responsible for the recruiting, referring, and assisting potential students annually with assessments, wraparound services, career planning, and enrollment activities. General Duties: Responsible for developing and implementing all outreach and marketing activities, outreach campaigns, and strategies to meet the NWTC annual enrollment goal of 350 students. Design a formal work plan that engages youth and adults to develop short and long term career goals in advanced manufacturing and energy sectors. Educate and engage potential NWTC students and/or members of the targeted population monthly via information sessions at schools, churches, community events, etc. about employment and careers in advanced manufacturing industry. Maintain ongoing relationships and linkages with the community, educational institutions, training organizations, employers and funding partners (public and private). Qualifications: Bachelors degree in Counseling, Family Therapy, Psychology, Social Work, or Education. Two years of outreach service experience is preferred or an equivalent combination of education and experience. High level of proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Adobe Reader. Strong documentation, records retention, and outreach coordination skills. Excellent communication skills: interpersonal, written, verbal and presentation. Efficient, self-motivated, organized, enthusiastic, and proactive. Valid Drivers License, Insurance, and daily access to a vehicle. Ability to work flexible hours with required weekends and overtime. Competencies: Able to work collaboratively with other Outreach Specialists for recruitment and share responsibility for developing, implementing, monitoring, and evaluating outreach activity plans. Plans reflect a blending of team members perspectives, mandates, and resources. Coordinate with each team members work towards meeting the teams goals. Possess an outgoing personality and the ability to stay positive and amiable in the face of challenges. Ability to maintain confidentiality. Build rapport and work with people from diverse backgrounds, ethnic cultures, and economic and social situations. Willingness to influence, develop, and enforce necessary policies, protocols and procedures. Manage large group discussions among individuals with diverse personalities. Specific Duties: Assess the needs of potential NWTC students and refer and assist them with assessments, wraparound services, career planning, and enrollment activities. Implement an outreach and recruitment plan that engages the community and solicits collaborative partners. Develop and implement Job from the Buffalo Employment and Training Center Information Our job announcements, news and other info are also available on Facebook, LinkedIn, Twitter @BETC_updates and

Instagram @BETC716 Mayor: Byron W. Brown County Executive: Mark C. Poloncarz Exec. Director, BETC: Demone Smith “A Proud Partner of the American Job Center Network” a process that maintains appropriate communication and interaction with internal partner organizations. Assist in the preparation and timely submission of all reports necessary. Maintain an up-to-date NWTC recruitment tracking system that incorporates participant’s demographic data (gender, race/ethnicity, age, educational attainment, etc.) ensuring quality and accuracy. Provide information on employment opportunities in advanced manufacturing and energy sectors to school and guidance, career and education departments.

How to Apply: To apply, contact the employer by mail, by fax, or by email: Tate, Grace 15 East Genesee Street Buffalo, NY 14203 Fax: Tate, Grace (716) 854-8960 Email: gtate@buffalourbanleague.org