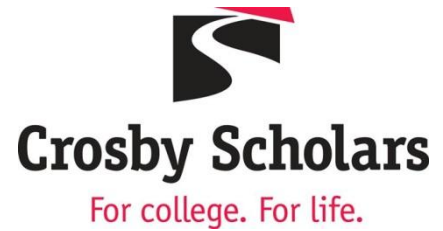


Hispanic Outreach Program Coordinator

Position Information



Company	Crosby Scholars Community Partnership www.crosbyscholars.org Candidates should submit a resume to cisaksson@crosbyscholars.org
Working Title	Hispanic Outreach Coordinator
Job Category	Professional
Position Type	Staff
Cycle of Appointment	12 months
Hours Worked Per Week	Full-Time
Work Schedule and Hours	Monday-Friday, some evenings and weekends required
Salary Range	Compensation commensurate with experience
Job Summary	The Hispanic Outreach Coordinator is a bilingual, culturally competent professional who builds bridges between the Hispanic community and educational institutions, ensuring students are informed, engaged, and supported in their path to higher education. This position serves as the primary point of contact Hispanic communities, developing targeted strategies to increase program enrollment, awareness, and access to educational opportunities. The coordinator will combine community engagement, cultural sensitivity, and educational advocacy to remove barriers and connect students to resources • Community Engagement: Develop and implement outreach strategies to connect with Hispanic communities, including schools, community organizations, and cultural leaders to the Crosby Scholars Program • Event Coordination: Organize and manage events such as college and career tours, workshops, and information sessions on application processes, financial aid, and scholarships • Partnership Building: Establish and maintain relationships with high schools, community colleges, nonprofits, and government agencies serving Hispanic students

	• Cultural Competence: Create culturally sensitive materials in Spanish and English; ensure all communications respect and reflect Hispanic cultural values • Student Support: Provide guidance to prospective students on college applications, FAFSA completion, and scholarship opportunities • Program Evaluation: Monitor and evaluate outreach effectiveness, adjusting strategies and track information needed to support grant reporting and program impact
Required Qualifications	• Education: Bachelor's degree in education, social work, communications, or related field • Experience: 2–4 years in community outreach, education, or nonprofit work; prior experience with underserved or first-generation students preferred • Language Skills: Bilingual in English and Spanish; strong oral and written communication skills • Cultural Knowledge: Deep understanding of Hispanic communities and cultural norms; ability to build trust and rapport • Transportation: Valid North Carolina driver's license and reliable transportation • Technology Skills: Proficiency with Microsoft Office and data management systems
Preferred Qualifications	• Experience working with first-generation college students and underserved populations. • Experience coordinating educational programs, community events, or outreach initiatives. • Knowledge of college admissions, financial aid, FAFSA, and scholarship processes. • Experience with grant reporting, program evaluation, or data analysis. • Experience creating bilingual outreach and marketing materials.
Desired Knowledge, Skills and Abilities	• Event planning, public speaking, grant writing, data analysis, and relationship-building • Ability to establish and maintain effective working relationships with students, families, school personnel, and community partners • Ability to balance multiple priorities and meet deadlines.
Working Conditions	Some work will be performed in an office setting; however, regular travel to schools, community organizations, meetings, and events throughout the service area is required. Occasional evening and weekend work is necessary. Must be able to perform light lifting and transport outreach materials. A pre-employment background check and drug screening may be required.