



TITLE	CLASSIFICATION	SALARY GRADE
COORDINATOR, EOPS OUTREACH PROGRAMS	CLASSIFIED	GRADE: P
BOARD POLICY REFERENCE:		2015/16 Classification Review

**JOB DESCRIPTION:**

Under minimal direction, coordinates outreach efforts for Extended Opportunity Programs and Services (EOPS), Cooperative Agencies Resources for Education (CARE) and Cooperating Agencies for Foster Youth Educational Support (CAFYES) to high schools and community agencies for EOPS recruitment purposes; assist EOPS/CARE/CAFYES students who are transferring to colleges and universities.

**SCOPE:**

The Coordinator, EOPS Outreach Programs coordinates community outreach efforts to schools, agencies, and other organizations that may benefit from EOPS/CARE/CAFYES; maintains effective liaison programs.

**DISTINGUISHING CHARACTERISTICS:**

The Coordinator, EOPS Outreach Programs is distinguished from the EOPS/CARE Specialist by the outreach duties and national, state, and county-wide coordination of outreach efforts with other District programs performed.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Coordinates services and outreach activities for EOPS/CARE programs and The Dream Center in collaboration with other departments and programs, including social media outreach efforts.
2. Coordinates field trips for elementary, middle, and high school students to SRJC.
3. Makes presentations, leads workshops, and disseminates information regarding the District, and EOPS/CARE and Federal immigration policies to departments, high schools and other community agencies; coordinates with national, state, and county-wide external agencies to provide consultations and trainings.
4. Contacts potential EOPS/CARE students; monitors the use of retention programs and the status of referral services; coordinates follow up services.
5. Provides information about District services and educational programs and EOPS/CARE to students regarding requirements, program eligibility, and transfers; advises staff on admissions requirements for undocumented students.
6. Assists prospective and current students with applications, forms and completion of student success steps.
7. Participates in researching and developing grant proposals.
8. Participates in development of program goals and objectives; tracks and analyzes progress towards goals.
9. Develops marketing materials; coordinates maintenance of web pages for EOPS/CARE.
10. Gathers data and prepares EOPS/CARE enrollment and outreach reports; maintains records for EOPS/CARE students.

## **KEY DUTIES AND RESPONSIBILITIES – Continued**

11. Interprets and implements Family Educational Rights and Privacy Act of 1974 (FERPA) and Deferred Action for Childhood Arrivals (DACA) regulations; prepares applications for DACA permits.
12. Translates outreach materials and student evaluations.
13. Serves as a liaison between undocumented advocates and undocumented EOPS students, including attorneys and national, state and county advocates.
14. May supervise and train students and short-term, non-continuing (STNC) employees.

## **EMPLOYMENT STANDARDS**

### **ABILITY TO:**

Demonstrate public speaking experience; oversee group activities; communicate effectively in English and Spanish (bilingual English/Spanish required); interpret and apply Federal, State and District the rules, regulations, and policies; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

### **KNOWLEDGE OF:**

Issues relating to traditionally underrepresented populations; changes in Federal, State and local laws and regulations governing funded programs including EOPS/CARE/CAFYES, immigration and Equal Employment Opportunity; college recruitment and marketing techniques; effective customer service; standard office productivity software and specialized systems.

### **MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

#### *Education:*

Bachelor's degree.

#### *Experience:*

Significant (more than 4 years of full-time equivalent experience) experience working with low-income or ethnically diverse groups; increasingly responsible (approximately 2-4 years of full-time equivalent experience) experience providing outreach services and public speaking to large audiences.

### **LICENSE OR CERTIFICATE:**

This classification requires the use of a personal vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record, proof of insurance, and vehicle registration and licensing.

### **SPECIAL REQUIREMENTS:**

Position requires frequent travel to various area high schools, organizations, and community organizations. Ability to lift up to 50 lbs. unassisted.