

# CollegeInvest Job Announcement

## Outreach Coordinator June 25, 2008

The Outreach Coordinator is responsible for bringing the CollegeInvest message of higher education financing options to Colorado residents including outreach on 529 Savings Plans, financial aid application processes, scholarships (with specific emphasis on the CollegeInvest Early Achievers Scholarship), and student loans. The primary focus for this position will be on high school and middle school outreach. This position will work with students and parents as well as school counselors and non-profit organizations and is expected to maintain a strong working knowledge of higher education financing and industry trends and coordinate, develop, and deliver presentations on all CI products.

The Outreach Coordinator will work closely with other CollegeInvest staff on the creation, refinement, and ordering of marketing materials/supplies, the development of annual outreach strategies, goals, tactics, and budget requirements, and the monitoring of those strategies and budget allocations. This position will take a lead role in those areas as they relate to high school and middle school outreach and specific CollegeInvest products as assigned.

The position will represent the agency at conferences and official functions with special focus on innovative ways to reach underserved populations. This position will assess financial barriers to post-secondary education and look for creative ways to remove those barriers and develop strategic alliances with related community organizations. Strong project management and communication skills required.

### Minimum Requirements

Bachelor degree required, masters preferred, and two years experience working in an educational environment.

- **Skills**
  - High level of oral and written communication skills with ability to design and effectively deliver presentations
  - Excellent organizational and analytical skills
  - Ability to work and relate to diverse populations
  - Strategic and creative
  - Professional
  - Attention to detail
  - Expert public relations skills
  - Sense of humor
- **Knowledge**
  - Bachelor degree required, master degree preferred
  - Ability to read, write, and speak Spanish fluently strongly preferred
  - Knowledge of student financial aid and savings plans preferred
  - Knowledge and comfort level using a computer, projector, and MS Office
  - Project management and sales
- **Abilities**
  - Perform multiple functions at one time
  - Be a member of a highly integrated team
  - Work effectively under pressure
  - Work independently and think on the go
  - Creatively problem solve
  - Prioritize
  - Think logically and reason through situations to a valid solution
  - Think strategically
  - Regularly travel, at least 50%, throughout Colorado for events
  - Regularly work nights and weekends

Work in a normal office environment with a flexible schedule using standard office equipment such as phone, fax, and personal computers. Light physical effort required by handling objects up to twenty pounds frequently. Also requires setup and tear down of product displays, operation of computer and projection equipment, and transportation of marketing materials. Attending extensive evening and weekend events requiring in-state travel by car is required. A valid Colorado driver's license and the ability to pass a criminal background check are required.

Employees at ColleeInvest are offered excellent benefits including; medical, dental, life and much more. We also provide a benefit allowance to offset the benefit cost. We participate in the ECO PASS Program at no cost to the employee.

#### **Salary Range**

High thirties to low fifties contingent upon experience

#### **Interested Applicants**

Please submit a cover letter, resume, salary history, and the names and contact information of three references to Cindy Langan, ColleeInvest Human Resources

1560 Broadway, Suite 1700, Denver, CO 80202

Fax to 303-296-4811

Email to [clangan@college-assist.org](mailto:clangan@college-assist.org)

Position will remain open until filled but review of applicants begins immediately.

**ColleeInvest is an EEO/AA employer, and follows a policy of non-discrimination in complying with all requirements of the Immigration Reform Control Act and the Americans with Disabilities Act.**