**Outreach Coordinator**

*Description:*

This position supports all Foundry community outreach programs. The position will help in all recruiting efforts to increase the number of participants in the Foundry community. The Outreach Coordinator’s goal is to provide the highest quality experience to all members of the Foundry community, with a special focus on members who are not traditionally involved with the sports of rowing and sailing through sports-based youth development. An emphasis will be on underserved communities.

*Key Responsibilities:*

* Assist in all youth rowing, sailing and outreach programs to ensure programs are run safely, inclusively, and professionally, meet strategic and budgetary goals, and align with The Foundry’s mission.
* Support a culture that promotes professionalism, hard work, responsiveness, warmth, high challenge, high support, and respect, especially to those students that are not familiar with either rowing or sailing.
* Work with the Executive Director to ensure programmatic metrics are being tracked, submitted, and analyzed to ensure program accountability and progress of participants; engage in both the creation and evaluation of measurable outcomes and timelines to meet those goals. Maintain organized records of participation and parent permission forms.
* Help to provide program information and outcomes to the Executive Team on a regular basis.
* Work closely with Foundry staff to effectively market programs and recruit participants, and to assist in providing data and insights to secure funding from foundations, individuals, and government entities.
* Develop, manage, and deploy outreach programs and strategies to effectively increase access to youth rowing and sailing in many different settings, including schools.
* In an effort to increase the visibility of Foundry programs and the number of active participants/volunteers, the Outreach Coordinator may participate in events throughout the community, therefore, must spend time in the community cultivating new relationships, uncovering new opportunities.
* Help to provide guidance, discipline, and insight to developing adolescent athletes.
* Advocate for the program on behalf of deserving students with regard to potential funders, scholarship opportunities, and with collegiate recruiting coaches as needed.
* Uphold a professional environment at all events and outreach opportunities.
* Other duties as assigned

*Experience and Education Required:*

* Passion for and commitment to serving under-served communities.
* Experience in coaching a variety of skill levels and age groups in any sport.
* Experience with administrative duties related to coaching and program management.
* Must pass background check and willing to be CPR certified.
* Must possess a valid driver’s license and be willing to use a personal vehicle to travel to recruiting and other events (although costs for fuel and mileage are reimbursable).
* Must be willing to spend a portion of the work week in the field building relationships with key community stakeholders. However, this is an office-based position with emphasis on a collaborative work environment with other staff members. There is a balance between in office and out of office work.
* Professional and warm demeanor with an aptitude for developing relationships with diverse personalities and stakeholders. Must be able to connect with a wide variety of students and school administrators.
* A strong communicator both verbally and in writing; ability and willingness to communicate with candor and diplomacy.
* Proactive problem solver who demonstrates initiative and ability to work individually and on a team; proven track record of getting things done.
* Superior organizational skills, with experience prioritizing multiple projects and meeting deadlines.
* Must be a self-starter.