

## Education Outreach Manager

**Reports to:** Director of Education

**Position:** Full-time Exempt

Founded in 1920 by the Salesmanship Club of Dallas, Momentous Institute offers comprehensive education and therapeutic services to over 5,000 children and family members each year. This direct work with families is amplified through an investment in research and the training of educators, mental health professionals and influencers from around the country. The focus is on building and repairing social emotional health so children, families and communities can achieve their full potential. With an emphasis on innovation, collaboration and training, Momentous Institute offers a truly dynamic work environment.

### Position Description

The Education Outreach Manager is a champion of academic transitions; both from elementary-to-middle school, and from high school-to-college. Skilled at motivating and encouraging students, the Education Outreach Manager partners with students and families to explore options, inspire optimism and bravery, and nurture resiliency. Working each year with 5<sup>th</sup> grade, high school and college students, the tasks are split between proactive, high-energy outreach/relationship management, and in-office administrative tasks associated with management of a college scholarship and mentoring program.

### Responsibilities

- Strengthen the buzz about post-secondary education
  - Continuously create new ways to build college knowledge and momentum at Momentous Institute
  - Team up with other staff and community partners to develop innovative new outreach strategies
  - Create relationships with students and families, building commitment to continuing education
- Manage college scholarship and mentoring program
  - Advise students on college and career pathways, helping them to develop skills in self-advocacy, problem-solving, interviewing and networking
  - Coordinate with Scholarship Committee to organize semi-annual student interview and selection process
  - Provide frontline assistance to students, many of whom are first-generation college students, as they apply to and persist in the program, and navigate new academic and personal challenges
  - Monitor academic progress
  - Work closely with accounting team on scholarship distributions
  - Organize annual Mentor Training, matching trained mentors with eligible students
  - Monitor mentor matches through monthly reports and proactive outreach
- Manage Moving to Middle School program
  - Cultivate relationships with targeted schools as well as fifth grade students and families
  - Develop and implement annual plan to facilitate students and families in visiting campuses and meeting representatives of various middle schools in the Dallas area
  - Assist students and families as they navigate options and develop preferred plans of action
- Geek out
  - Generate monthly student reports and statistics
  - Annually track data on student persistence and graduation, creating outcome reports that address stated objectives

## REQUIREMENTS

- Bachelor's degree from an accredited university
- Excellent communication skills in English and Spanish
- Relationship-building and facilitation skills
- Understanding of federal and state financial aid systems
- Ability to both grasp and address the Big Picture while staying on top of many small details associated with program management including organizing invoices, chasing receipts, and making scholarship payments
- Experience providing customer service or student service/advising.
- Classroom teaching experience would be a plus!

### Interested:

Applications are currently being accepted and the position will remain open until filled.

Please send letter of interest and resume to:

**Momentous Institute HR Department**

[employment@momentousinstitute.org](mailto:employment@momentousinstitute.org).

Momentous Institute maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.

### Policy Statement

**No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute will fully cooperate with authorities if allegations of abuse are made requiring investigation.**