



## **Rural Arizona Engagement Education Outreach Coordinator- Yuma**

**Vision:** Our vision is to build an active, sustainable and progressive voting bloc in rural Arizona that cultivates pragmatic leadership committed to advancing progressive values and policies for the well-being of our communities and residents.

**Mission:** RAZE's mission is to educate, advocate and coordinate in rural communities so they may gain access to civic education, engagement opportunities and trusted resources independent of metro-area influences.

### **Education Outreach Coordinator - Full- time, must be Bilingual**

The Rural Arizona Engagement Education Outreach Coordinator is responsible for coordinating educational efforts on behalf of Rural Arizona Engagement, developing and leading educational programs that meet project requirements, and building community relationships with individuals and families. The Education Outreach Coordinator will maintain all community outreach activities. She/He will represent the company and work with the management team to develop and implement initiatives that increase company visibility within the surrounding community. The Education Outreach Coordinator must have strong interpersonal skills to communicate with local education administrators, youth fellows and their families. She/He will report to the Programs Manager and Executive Directors. They will possess strong time-management skills and close attention to detail are also important to identify training and support deficiencies. The Education Outreach Coordinator works closely with Senior Management to develop educational programs and also conduct performance reviews of, and recommended changes to, educational initiatives. They will report their progress to Senior Management within Rural Arizona Engagement, and must work well with other staff facilitators to reach all objectives within a given time-frame.

## **Responsibilities**

- Assist in maintaining a calendar of outreach and educational activities, including community events, RAZE Leaders and Rural AZ Advocates sessions and events, appearances and other communication opportunities.
- Nurture new relationships with collaborative partners.
- Assist in the organization of special events, including donor/volunteer appreciation events and other fundraising initiatives.
- Track and Monitor program spending within budget guidelines and make frequent budget reports to the Programs Director and Senior Management
- Collaborate with development, evaluation and coordination of educational programs
- Manage education scheduler system, including training and attendance tracking, data entry, and data integrity.
- Work with Rural Arizona Engagement staff to plan and coordinate in-person and virtual class sessions including venues, facilitation, food, and schedules.

## **Preferred Qualifications**

- Bachelor's degree in a related field or equivalent experience preferred
- Experience managing an annual budget process
- Demonstrates integrity and honesty, to present accurate and appropriate information, and to exercise excellent judgment in regard to confidential information
- Outstanding interpersonal and communication skills, both oral and written
- Efficient in an environment with evolving priorities
- Works well independently as well as with a team
- Ability to work effectively in collaboration with diverse groups of people
- Integrity, positive attitude, mission-driven, and self-directed with demonstrated passion for Rural Arizona Engagement's mission and commitment to working collaboratively with a management team of senior professionals
- Solid judgment and apparent leadership skills
- A team player, who can interrelate and operate effectively with peers and other associates within a collegial, yet demanding, work environment

**RAZE takes the safety of our employees, volunteers, and our community extremely seriously. PPE and Hand Sanitizer are provided and COVID-19 CDC recommended Protocols and Guidelines are strictly adhered to.**

**RAZE is an equal opportunity employer committed to diversity and inclusion in the workplace. Discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic is prohibited as outlined by federal, state, or local laws.**

**Salary Range: 45k-50k**

RAZE offers a robust benefits package which includes: medical, dental, and vision insurance, 401k plan, and paid vacation and sick leave.

To apply, please send resume to [admin@raze.org](mailto:admin@raze.org)