

**CORO CENTER FOR CIVIC LEADERSHIP
SAN FRANCISCO, CALIFORNIA**

OUTREACH MANAGER

ABOUT THE CORO CENTER FOR CIVIC LEADERSHIP

Coro Center for Civic Leadership (Coro) is an independent nonprofit organization dedicated to strengthening communities by preparing individuals for effective and ethical leadership in all sectors of the community. With more than 2,000 alumni (including U.S. Senator Dianne Feinstein, Coro Class of 1956), and literally thousands of internship sponsors throughout Northern California, Coro has a base of contacts and support among Bay Area business and civic leaders that will prove invaluable in moving Coro forward.

Coro was founded in 1942 by two visionary San Franciscans and has grown to six centers: Los Angeles, Kansas City, St. Louis, New York, Pittsburgh, and San Francisco. This position is for the San Francisco/Northern California office only. Learn more about Coro Center for Civic Leadership – San Francisco at www.coro.org/sf.

POSITION OVERVIEW

The Outreach Manager is a key member of the Coro staff. The individual is responsible for the outreach aspects of the Fellows Program, including the recruitment of applicants, the identification of Fellow's placements, and assisting with the planning of focus weeks. The person in this position also secures placements for the Exploring Leadership Program for high school youth. The individual is also responsible for Coro's alumni programming activities and assists in implementing Coro's communications strategy.

SPECIFIC RESPONSIBILITIES

Fellows Placements: The Outreach Manager will work collaboratively with Coro program directors to identify, solicit, and secure field placements for the Coro Fellows Program and the Exploring Leadership Program:

- Conduct research to identify potential placements
- Participate in planning sessions with program staff, Executive Director, and Development Director to develop a strategy for targeting potential placements
- Draft correspondence to potential partners, including requests, confirmations, and thank you letters
- Work in partnership with program directors on an ongoing basis to improve process for identifying placements
- Manage evaluation process for ongoing improvement of field placements and orient new field faculty as needed
- Play a lead role in improving data and data systems used to track information on placements

Fellows Program Outreach, Recruitment and Selection:

- Develop and implement the recruitment strategy
- Participate in the National Recruitment Team to coordinate recruitment efforts with other Coro Centers

- Develop recruitment materials for the Fellows Program
- Make presentations or speak on recruitment panels for the Fellows Program
- Act as contact for potential applicant questions and assist applicants through application process
- Coordinate the in-take of applications and maintain and track applicant files
- Facilitate application review process, including organizing reading and interview schedules
- Coordinate Fellows Selection Day, a day-long event involving over 100 volunteers and 30 participants
- Develop and maintain systems and procedures for tracking recruitment and selection process, including maintaining database and thorough, up-to-date contacts
- Assist with the planning of focus weeks, as needed
- Evaluate processes and ensure efficient and effective procedures

Alumni Relations and Communications:

- Develop and implement Coro's alumni relations program, including communications with alumni and alumni events
- Assist in implementing Coro's communications strategy

Associate Program Trainer:

- As time permits, learn Coro's leadership training curriculum and assist program trainers as an associate trainer

SUCCESS FACTORS/QUALIFICATIONS

- A strong commitment to the mission and values of Coro
- Strong writing skills
- Strong organizational skills
- Event planning experience
- Familiarity with outreach strategies
- Ability to recruit and supervise volunteers
- A demonstrated ability to meet deadlines, manage competing priorities, work independently and as a part of a team, and maintain confidentiality
- Facility with Microsoft Word, Excel and knowledge of PowerPoint; website and database experience preferred
- Bachelor's degree required
- Familiarity with Coro's training programs preferred

HOW TO APPLY

Please send your resume and cover letter to applications@coro.org. Submit application as soon as possible for priority review. Based on qualifications and experience, the salary range is \$40,000-\$45,000. Coro offers a competitive benefits package, including vacation and holiday leave; medical, vision and dental insurance; and a retirement plan. Coro values diversity and encourages qualified applicants to apply regardless of race, color, gender, handicap, age, religion, sexual orientation or ethnic origin.