



## **Outreach Assistant \* Delaware Valley Job Corp Callicoon, NY**

**Overview:** The Delaware Valley Job Corp is seeking an Outreach Assistant in Callicoon, NY. The Outreach Assistant is responsible to assist with outreach to, and recruitment of, eligible students. Assist with presentations to local High Schools, One Stops, and other community organizations. Assist with orientation sessions and presentations. Conduct tours of campus for prospective students and parents/guardians. Assist with contacting and documenting initial communication with Online Prospects. Conduct pre-arrival calls and support new student welcome activities. Support new student retention through pre-90-day focus groups and assisting with outreach to students in an unauthorized absence status.

### **Responsibilities:**

Follows all integrity guidelines and procedures and ensures no manipulation of student data. Documents audit findings and prepare reports for submission per established timelines and requirements. Ensures timely submission, logging and tracking of all OA/CTS contract deliverables, requests, reports and correspondence. Ensures that area is organized, clean, safe and conducive to student/staff success. Produces quality work/assignments in a thorough, timely and accurate manner. Maintains appropriate personal attendance, accountability and work productivity standards. Plans, prioritizes and organizes assignments to meet established goals and deadlines. Understands and applies job knowledge to effectively complete all required job responsibilities. Proactively maintains the skills required to perform job duties. Mentors, monitors and models the Career Success Standards as required by the PRH. Provides high-quality supervision and management for the student population. Takes swift and appropriate action and positively influences student behavior. Shows respect and courtesy to students and holds them accountable for their actions and behavior. Provides quality programs and services for students and ensures that quality is maintained and student needs are met. Pursues improvement and enhancement of programs and services.

Exchanges ideas and information, both orally and in writing, in a clear and concise manner and contributes meaningfully to group efforts by offering relevant ideas and knowledge. Provides quality and timely information to DOL/Company when requested.

Effectively articulates thoughts and ideas. Identifies problems, analyzes causes and evaluates appropriate solutions prior to taking or recommending actions. Follows up to ensure prompt/appropriate action is taken and that problems are in fact corrected.

Works in partnership with staff from all Departments to ensure effective supervision and services are provided to students.

Accepts direction and supervision from the OA CTS Director/Center Director/Site Director to include assignments to temporarily perform job responsibilities of other depts and positions.

Other duties as assigned.

**Requirements:**

High School Diploma/GED, Advanced Degree preferred

Computer literacy and experience in Microsoft Office Suite of applications is required.

Knowledge of IT and smart phone applications. Experience / comfort with public speaking.

Valid Driver's License

Reference Check

**Skills Required:**

Auditing and Admin Support

Advanced Computer Skills

Communication Skills

Integrity

**Shift, Salary, and Benefits:** This is a full-time position, First Shift, Monday - Friday, \$20.14 hourly, Benefits include Health insurance, Dental insurance, Paid Vacation, Paid Sick, Holidays, 401K/Retirement.

**To apply:** contact Hope Godchaux by emailing [godchaux.hope@jobcorps.org](mailto:godchaux.hope@jobcorps.org), by faxing (845)887-4762, by telephone at 845-887-5400, mail to Adams and Associates/Delaware Valley Job Corps, PO Box 846, Callicoon, NY12723, or in person at 9368 State Route 97 Callicoon, NY 12723.