

Education Outreach Coordinator

Reports to: School Principal

Position: Full-time Exempt

Operated by [Momentous Institute](#), a not-for-profit organization dedicated to strengthening the mental health of children, families, and communities since 1920, [Momentous School](#) is a nationally acclaimed laboratory school providing pre-kindergarten 3 through 5th-grade education. Using decades of research, our strengths-based approach places academic achievement on par with emotional learning, and the results speak for themselves.

- Relationship-based learning
- Brain-compatible teaching and learning
- A focus on strengths and the needs of students and families
- Ongoing data analysis and program improvement

Role: The Education Outreach Coordinator facilitates Momentous School graduate transitions from elementary to middle school, from high school to college, and into the working world. The Education Outreach Coordinator partners with students, families, and professional colleagues to explore educational options, complete applications, secure and manage scholarship obligations and manage internship and job placement opportunities. Excellent interpersonal and organizational skills are imperative for helping dozens of Momentous School alumni simultaneously. Working each year with 5th grade, high school and college students, the tasks are split between proactive outreach/relationship-building, and in-office administrative tasks associated with the management of a college scholarship and mentoring program.

Responsibilities

- Manage college scholarship, internship, and mentoring program
 - Advise Momentous alumni on college and career pathways, helping them to develop skills in self-advocacy, problem-solving, interviewing and networking
 - Refine and manage the scholarship application process through our online application management system
 - Coordinate with Scholarship Committee members to organize semi-annual student interview and selection process
 - Provide frontline assistance to students and families, 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
 - Manage scholarship budgets, track funds, and ensure proper disbursement of scholarship awards alongside the accounting team
 - Manage the Mentoring, Internship, and Job Placement program ensuring both mentors and mentees follow program policies while also facilitating mentoring relationships
- **Manage Moving to Middle School program**
 - Cultivate relationships with targeted middle schools as well as fifth grade students and families
 - Be knowledgeable about middle school application requirements for public (magnet and TAG), charter, and private schools
 - Collaborate with Family Engagement Coordinator and families in planning and navigating students' transition to middle school including visiting campuses and meeting representatives of various middle schools in the Dallas area

- **Advocate for post-secondary education**

- Develop and foster relationships with the families of current Momentous Institute students, families of alumni, and relationships with professionals who serve on the scholarship and mentoring/internship/placement committees, building commitment to successfully guiding our kids through post-secondary education
- Continuously create new ways to build college knowledge and momentum at Momentous Institute
- Partner with the Family Engagement Coordinator, other staff and community partners to develop innovative new outreach strategies

- **Program evaluation**

- Generate monthly student reports and statistics
- Monitor and assess the impact of alumni programs, making recommendations for improvements and adjustments based on feedback and program outcomes
- 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 work across various departments of the organization
- Experience in college advising at a post-secondary educational institution preferred

Interested:

Applications are currently being accepted, and the position will remain open until filled. Please send a letter of interest and resume to:

Andrew Hagman

School Principal

ahagman@momentousinstitute.org

Momentous Institute/Salesmanship Club of Dallas is committed to creating a diverse and inclusive company culture and 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 based on 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/ Salesmanship Club of Dallas will fully cooperate with authorities if allegations of abuse are made requiring investigation.