

Community Outreach Specialist Position Description

The Community Outreach Specialist is responsible for serving as the liaison between College JUMP and various communities and publicizing the work of the organization.

Examples of Tasks and Responsibilities:

Subject to change throughout the year

- Serve as the point person for College JUMP in connecting with UMBC campus groups and community organizations
 - Connect and exchange ideas and information with organizations doing similar work
 - Assist with mentor recruitment
- Seek out opportunities to better connect College JUMP to the refugee community
 - As available, attend workshops, events, and other activities frequented by refugee communities
 - Assist with mentee recruitment
- Connect with local and state institutions to build relationships for program expansion
- Publicize College JUMP through a variety of outlets; engage local organizations and individuals in the work of the program
 - Write and publish all content for monthly newsletters
- Supervise the RYP College JUMP email account (which is given to interested participants and networks)

Additional Responsibilities as a Mentor Leader

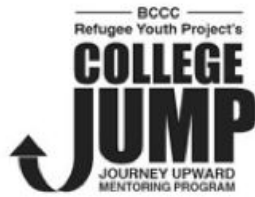
- Attend bi-weekly group Mentor Leader Meetings
- Attend bi-weekly individual check-ins with the College JUMP Coordinator
- If the Mentor Support Specialist is in their second semester in this role, they may add the responsibility of responding to the journals of mentors.

Time Commitment:

Estimated 3-5 hours/week includes the following:

Completing the above specialist and Mentor Leader tasks, in addition to anything else related to Community Outreach agreed upon by the Mentor Support Specialist and the College JUMP Coordinator.

(This does not include any additional time spent as a mentor.)



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410-455-2493

Compensation:

The Community Outreach Specialist will receive a stipend of \$300 per semester.

