

Education & Outreach Specialist

Volunteer Coordination

- recruit volunteer mentors and office volunteers via volunteermatch, linkedin, and leadership Houston
- Represent PeopleFund at DOVIA (Directors of Volunteers in Austin)
- Pair mentors with clients based on availability, location, skillset, and personality
- Coordinate with SBA client liaison to determine Microloan client needs and locate relevant mentors/support
- Facilitate volunteer orientations and volunteer trainings
- Track volunteer hours spent with clients via email

Workshops and Trainings

- Communicate with partners re: trainings and free educational opportunities, send information to communications team for website promotion and client outreach
- Coordinate PeopleFund onsite trainings in Austin and Dallas (reserve conference space, recruit speakers from staff/volunteers, track registration, manage logistics)
- Track attendance and hours for workshop sessions

Extended Curriculums

- Coordinate with management team for program curriculum development and all related materials (homework, attachments, presentation, etc.)
- Serve as liaison with program partners, providing needed information
- Track enrollment provide outreach as needed to boost attendance
- Answer enrollee questions
- Represent PeopleFund at program sessions
- Recruit presenters for sessions

Event-Based Programs

- Support communications team in promotion of event based programs across Texas
- Track attendee registration
- Serve as internal point of contact, assigning staff attendance in markets and facilitating all calendar invites, information sharing, etc.

Education and Training Tracking

- Maintain accurate records via excel workbook of communication between lending team and clients, with special attention to SBA related loan products
- Communicate with staff and volunteers to receive reports

Communications and Outreach

- Develop program related emails, newsletters, and outreach materials
- Represent PeopleFund at volunteer recruitment events, program promotion activities, and at partner events that could offer an opportunity for program or volunteer recruitment

This position is a salaried, paid position and includes benefits options (medical, dental and vision, employer paid life) and features a monthly cell phone allowance, 401k match, use of company vehicle for work purposes, and professional development opportunities. Some travel (within Texas) is required <25%.

