



AmeriCorps Position Description – Exploradoor Inc.

Position Title: Community Outreach Coordinator

Location: Remote with supervision from Indianapolis

Term: 450 Hour Part time (September start)

Supervisor: Diane Cruz-Burke and Caroline Abeleda, Co-Executive Directors. cruzburke@gmail.com; 317-363-7575

About Organization: Exploradoor Inc. is a non-profit based in Indianapolis that is focused on simplifying access and increasing use of career/skill/job programs and experiences, including internships, by youth in Indiana, especially those from marginalized communities. The centerpiece of our work is Exploradoor.com, a free online resource that gathers in one place a wide range of third-party programs and experiences. We connect provider programs to the students and vice versa. We do this by partnering with program providers to feature and explain their programs on our platform, Exploradoor.com. We also undertake direct outreach and promotion about Exploradoor and available programs via presentations to target schools and nonprofits serving at risk students and social media to reach parents and students. We also collect and report site and program visit data to providers and help communicate emergent opportunities to school counselors and students on an ongoing basis via email campaigns and alerts.

About the role: This main purpose of this position is to raise community awareness of Exploradoor as an organization and Exploradoor.com as a free, easy to use platform that can help youth find and connect with career, job ad skill development opportunities. Key groups to whom outreach will be targeted include students (ages 13-18+), parents, schools, and non-profits that support youth development. This position will help build the capacity of Exploradoor by establishing connections in Northern Indiana with the stakeholders in the community necessary to ensure that Exploradoor becomes known, valued and used by students and families.

Responsibilities:

Overarching goals and activities include:

- Raising awareness of Exploradoor by planning and undertaking ongoing communications with middle schools and high schools throughout Northwest Indiana to establish relevant connections and to arrange student, parent, administrator presentation and engagement opportunities;
- Growing and maintaining program content Exploradoor by identifying and connecting with youth serving organizations throughout Northwest Indiana to identify new programs that are appropriate to add to Exploradoor.com and engaging with current providers to obtain updates to keep the platform current;
- Supporting Exploradoor social media engagement by occasionally posting on Facebook and Instagram, creating and helping to build followers for a LinkedIn page for Exploradoor and identifying other ways to promote the page organically
- Supporting student engagement with programs and related opportunities by analyzing interest data and following up as appropriate



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- Engaging with community organizations to establish relationships and identify opportunities to collaborate in sharing Exploradoor with their constituents, as well as collecting points of contacts within community organizations and adding to central database
- Inputting information about outreach efforts and contacts made into a central Customer Relationship Management system.
- Participating in weekly planning and check-in meetings with supervisors

Candidate preferred (not required) qualifications:

- In college or a college graduate
- Comfortable communicating with power point, email, and social media apps
- Strong communication/presentation & follow up skills.
- Self-Motivated, Influential, Energetic, Curious, Organized, Creative and Driven.
- Trustworthy, Responsible, Coachable and Responsive to feedback.
- Passionate about helping others, especially those from marginalized communities
- Personal experience as a participant in a career, job or skill development program when in high school

AmeriCorps Members are prohibited from fundraising, handling money, and grant writing.

This program is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information, and military service.



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