



Job Title: Outreach Services Coordinator

Reports to: Outreach Director

Status: full time, overtime eligible

Salary Range: \$22-25.99 hourly

Position Summary

Reporting to the Outreach Director, the Outreach Services Coordinator supports Hilltop Artists' Outreach Services programming, including Arts Connect, after-school programs, summer programs, and community partnerships. This role focuses on equitable recruitment, program logistics, building relationships with youth and families and assisting with individualized student support.

This is anti-racist work guided by justice, diversity, equity, and inclusion, with an understanding of trauma-informed care and social-emotional learning.

Essential Responsibilities

Enrollment, Outreach, & Program Access

- Support equitable outreach, recruitment, and enrollment for after-school, summer, and outreach programs.
- Coordinate enrollment and attendance logistics, including forms, medical information, waivers, releases, data entry, and enrollment confirmations.
- Collaborate with internal staff to produce outreach materials and ensure that accurate program information is shared with the public.
- Serve as a consistent and responsive point of contact for youth and caregivers regarding enrollment, attendance, scheduling updates, cancellations, and program communication.
- Support outreach events, tabling opportunities, showcases, family engagement events, and community presentations.

Program Coordination

- Provide active classroom instruction, assistance, setup, cleanup, and logistics for Arts Connect and other outreach programs.
 - Support external outreach programs both on-site and off-site through administrative coordination and in-person assistance.
 - Share program facilitation duties with the Outreach Director as assigned.
 - Manage program supply inventories, order approved materials, and coordinate meal planning/grocery shopping.
 - Conduct regular site visits to build youth relationships and support teaching staff.
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Youth & Family Support

- Build relationships with youth using trauma-informed, restorative, and relationship-centered practices.
- Help teaching staff navigate conflict resolution and behavioral support using de-escalation and social-emotional learning.
- Maintain documentation on student progress, handle safety disclosures in alignment with mandatory reporting, and connect families to resources.

Data, Administration & Collaboration

- Oversee collection, entry, and maintenance of program evaluation, survey, and demographic data using Salesforce and Excel.
- Collaborate with the Outreach, Program, and Development Directors to support reporting needs by tracking survey participation, compiling program evaluation information and leading data sharing efforts
- Coordinate communication with external partners, including schools, court contacts, and service providers.
- Maintain accurate program schedules, applications, and participant records using Salesforce and other database systems

Qualifications & Requirements

Experience & Skills

- Experience working directly with youth in community, educational, arts, or social service environments.
- Experience coordinating youth-focused programming, ideally in community-based, educational, or juvenile justice settings.
- Knowledge of trauma-informed care, restorative practices, positive youth development, and equity-centered approaches.
- Strong organizational skills with the ability to balance administrative work with youth interaction.
- Experience using technology and database systems including Google Workspace, Salesforce, Form Assembly, spreadsheets, and data tracking tools.
- Ability to work collaboratively while also managing independent responsibilities and shifting priorities.
- Strong interpersonal skills and ability to build trust with youth and families from diverse backgrounds and lived experiences

Values & Interpersonal Approach

- Commitment to Hilltop Artists' anti-racist values and honoring the diverse lived experiences of youth, families, and staff.
- Ability to serve as a positive, supportive, and emotionally grounded presence for youth.
- Demonstrated cultural humility and commitment to ongoing learning and professional growth.
- Commitment to confidentiality, professionalism, accountability, and compassionate communication in all interactions.
- Willingness to learn, grow, and collaborate within a close-knit team.

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Additional Requirements

- CPR/First Aid certification (or willingness to complete after hire).
- Completion of school district training and organizational training (to complete after hire).
- Availability for flexible scheduling, including regular evenings and occasional weekends.
- Participation in organization-wide events, meetings, retreats, and outreach activities.
- Ability to regularly travel between program locations.
- Valid driver's license and willingness to transport youth when needed.
- Willingness to support broader outreach efforts as needed.

Preferred

- Four year college degree in arts, education, nonprofit management, social work, youth development, or a related field.
- Experience with arts-based or creative youth development programming.
- Background in education, social work, community outreach, or youth justice systems.
- Lived experience or cultural knowledge relevant to the communities Hilltop Artists serves

Work Environment

The Outreach Services Coordinator will be based at Hilltop Artists' headquarters, located at Hilltop Heritage Middle School. This is an active, loud studio and school environment filled with students throughout the week. The Coordinator must be comfortable working in-person regularly and navigating both classroom and administrative spaces.

This position requires in-person presence at least three days per week, including regular evenings and occasional weekends

Additional Expectations

- This position requires adaptability and a willingness to take on other duties as assigned.
- As part of a highly collaborative team, the Outreach Services Coordinator may be asked to support organization-wide events, pitch in during staff transitions, or contribute to emerging needs in service of Hilltop Artists' mission.

Employment Benefits and Special Perks (with a value of \$9,000+)

- Medical, dental, and life insurance; 19 paid holidays annually; paid vacation and sick time; free parking; use of studio equipment for creation of personal art, as determined by supervisor; 50% discount on glass purchases; access to 401(k) plan.

Application Deadline: accepting applications until the position is filled.

To Apply: email 1-page cover letter and resume to jobs@hilltopartists.org with the subject line "[Last Name] Outreach Services Coordinator"

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