



## POSITION: School + Community Outreach Coordinator

**ORGANIZATION MISSION:** The Pebble Tossers' mission is to equip and empower youth to lead through service.

Our School + Community Outreach Coordinator (SCOC) brings Pebble Tossers youth development programming into schools and develops programming for community-based organizations. Our SCOC is engaging, creative, and compassionate. Outside of developing school relationships, this position will create and present service-learning presentations, establish relationships with and programming for civic and faith-based groups, and assist our Program Coordinators with youth development programming, workshops, and Cause Area resources.

### WHAT YOU'LL BE DOING

#### *Program Delivery*

- Outreach to and connect with education systems, including public, charter, home school groups, private schools, and universities, to raise awareness of Pebble Tossers and promote our programming and offerings.
- Outreach to and connect with faith-based and civic groups, including scouts and service organizations, to raise awareness of Pebble Tossers and promote our programming and offerings.
- Develop and present Pebble Tossers programming that includes on-site presentations, community events, coordinating days of service, and developing our unique service-learning curriculum that combines social-emotional learning, positive psychology, and social justice.
- Ensure that youth service experiences are high-quality; they inspire youth (and their families) to serve repeatedly and utilize service as a venue for developing their character and maximizing their talents;
- Develop proposals for Pebble Tossers programming to schools and community organizations;
- Liaison with school administrators on tracking and reporting hours and oversee school service hour requirements;
- Develop and oversee the student ambassador program;
- Continue outreach to diverse demographic areas to ensure all-inclusive representation;
- Work with the Marketing Team to promote program features and events;
- Support other organizational activities and special events as needed.

### WHAT WE EXPECT

- At least three years experience in the fields of education, youth development, or program management;
- Degree in youth development, social work, education, or nonprofit-related field is preferred;
- Experience collaborating with people of diverse backgrounds;
- Experience in proposal and contract negotiations;
- Excellent written and oral communication skills,
- Skilled in presentation composition, communications technology including PowerPoint, and engaging, articulate audience presentations;
- Personal qualities of initiative, organization, completion, self-motivation, reliability, flexibility, energy, and collaboration;
- Availability to work weekends, evenings, and special events as needed;
- Ability to occasionally lift and move up to 35 pounds as needed for service projects;
- A "get things done attitude" and the willingness to help out in multiple areas within the organization;
- Commitment to the mission of igniting a passion for volunteerism in youth and the ability to readily and genuinely engage with youth;
- Pre-employment background checks are conducted on final candidates.

**EMPLOYMENT STATUS:** Part-time, 25 hours/week, contractor status, 90-day evaluation with Executive Director after hire date, and then annually. The position is hybrid, with virtual and in-person meetings and some weekend and evening requirements. \$18-22/hour, depending on experience and education.

Pebble Tossers embraces diversity and equal opportunity in a profound way. We are committed to building a team and community that represent a variety of backgrounds, perspectives, skills, and abilities. The more inclusive we are, the better our work will be.

Please send a cover letter, resume, and two employment references via email to Jennifer Guynn - [jguynn@pebbletossers.org](mailto:jguynn@pebbletossers.org).

[www.pebbletossers.org](http://www.pebbletossers.org)

1155 Mt. Vernon Hwy | Suite 800 | Dunwoody | GA | 30338 | 678-757-5597