

Outreach Coordinator

Full-time Position

Our Mission: At Marburn Academy, we celebrate students who learn differently, empowering them to awaken their potential, to achieve success in school and life, and to drive positive change in our communities.

Purpose: To support various outreach programs and initiatives and lead components of outreach through development of program components, serve as a point of contact for families, and collaborate with community partners. This position reports directly to the Director of Outreach.

Essential Functions

- Work with Director of Outreach on designing, and implementing academic support initiatives with collaborative community partnerships.
- Lead Free Early Reading Screening Program implementation and expansion.
- Act as point of contact for participants in various outreach programs such as Community Parent Seminars, #MarburnCon, and Central Ohio College Fair for Students with Learning Differences.
- Plan outreach events, and manage and lead teams to execute.
- Collect, organize and communicate data on participant engagement and program growth.
- Participate as a member of the Institutional Advancement Team.

Skills and Knowledge

- An understanding of and commitment to Marburn's mission and values;
- Conduct self in presence of students, parents, and visitors in a manner which models the core values and behaviors Marburn seeks to teach;
- Demonstrate passion for helping students who struggle;
- Working knowledge of child development and learning;
- Experience and knowledge in administration and interpretation of standardized assessments;
- Demonstrated strong organizational skills;
- Strong oral and written communication skills;
- Desire to work in a collaborative team environment.

Educational Background and Experience

- Degree in Education, School Psychology, Educational Psychology, Speech and Language Pathology. Minimum of Bachelor's degree, Master's degree preferred.

Physical Requirements

- Ability to stand and sit for long periods of time
- Ability to communicate verbally and written
- Ability to lift and carry up to 10lbs frequently, occasionally lift and carry up to 25lbs and rarely but sometimes over 25lbs.

Legal Requirements

- All employees of Marburn Academy must pass required criminal record checks and appropriate background checks, including proof of academic credentials.

Marburn Academy provides equal employment opportunities to all applicants for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.