

Schools Coordinator

Overview

The Schools Coordinator maintains relationships with regional schools in whom Engage runs outreach programs. They are responsible for communicating with these schools to coordinate trips.

Core Responsibilities

Core responsibilities are the key items to which the person holding this role will be held accountable for delivering. Other, secondary responsibilities may arise from time to time.

- Representing Engage to schools, maintaining strong relationships with schools through an organised and professional approach to communication
- Searching for new schools to reach out to and responding to school requests
- Communicating with schools to organise outreach initiatives or events

Core Tasks

Core tasks are the duties that the person holding this role should expect to complete on an ongoing basis. These are not all the tasks that may be required from this role. The time in brackets represent the expected weekly workload; the role is estimated to require a commitment of 3-5hrs a week.

- Meeting/reporting to outreach team (1hr)
 - E.g. team meeting, documenting team progress, etc.
- Communication with outreach organisation partners (1hr)
 - E.g. confirming availabilities for trips, relaying activity information, answering questions
- Communication and admin (1hr)
 - E.g. responding to emails, communicating with others on the outreach team, etc.

Who are we looking for?

The person filling this role would ideally have:

- A strong passion for the work of Engage, wanting to see inequality in education addressed
- Be organised, reliable, and professional, especially in both phone and email communications
- Strong interpersonal skills
- Be willing and able to put 3-5hrs a week volunteering, including exam periods

Interested in this position?

If this sounds like you, send an email to James Liu (jamesliu.engage@gmail.com) and let him know the following:

- How did you hear about Engage?
- What position are you interested in and why do you want the role? i.e. What attracts you to Engage and to this position?
- Why do we want you? i.e. What you bring to the team and to the role, what relevant experience do you have?
- Looking forward to working with you!

If you want to get involved but feel like this isn't quite the role for you, don't worry! You can find out more about volunteering opportunities with Engage on our Volunteers page at:

http://www.engageoutreach.com.au/?page_id=399