



## Example of Outreach Associate Job Description

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Our company is growing rapidly and is looking to fill the role of outreach associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

### Responsibilities for outreach associate

- Respond to unsolicited inquiries from small businesses, start-ups and ongoing concerns that come to the Regional Office, which require more information than can be provided by administrative staff
- Other projects as assigned by Regional Director
- Recruit, manage and staff volunteer committees designed to support fundraising for diversity outreach initiatives, including communications, designing meeting content, preparing materials, coordinating activity with campus colleagues, and directing volunteer assignments and follow-up
- Serve as an active team member in the creation and implementation of short-term and long-term fundraising goals and objectives for diversity outreach initiatives
- Gather, record and properly store information about prospects and donors utilizing DART, the University's donor and alumni tracking database
- Participate in strategic review and planning for the community engagement program
- Document as appropriate utilizing BCBS information systems
- Determines what information should be communicated to RN social worker
- Read, evaluate and make higher level recommendations on freshman and transfer applications
- Develop and implement diversity outreach programs and strategies for recruitment of top students in local and national communities, conduct informational meetings and respond to questions regarding the admission process and student experience at Stanford

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- Experience in planning and coordinating large-scale events
  - Ability to perform in a deadline driven, high pressure environment, and the ability to interact successfully with a diverse customer base
  - Ability to perform in an “entrepreneurial” setting, to identify new and unique solutions to strategic issues
  - Excellent organization and verbal and written communication skills
  - Correspond with key stakeholders regarding logistics (calendar, rehearsals, deadlines)
  - Ensure event data management systems are kept up to date