

Forge Evolution Job Announcement

Position Available:	Outreach/Marketing Coordinator
Reports To:	Program Director
Application Deadline:	11/28/22
Status:	Full Time (40 hours per week), Regular, Non-Exempt Hours are consistently 9:30am to as late as 8:00pm- Monday and Tuesday, til 6:30pm on Wednesday and Thursday and half days Fridays each month. Late evenings are required, some weekends required. (Schedule subject to change)
Compensations/Benefits:	Pay Range: \$36,000 - \$42,000 Paid Holidays and Paid Time Off are based on years employed. Health Insurance: Offered to employees who are full time. Employer pays 60% of employee premium. Dental and vision insurance offered- employer pays 100% of employee premium.
General Description:	Functions as a member of the team with an emphasis in programs for the youth. This position coordinates programming for youth as well as coordinates community relations for the program with the schools and other organizations.
Education/Experience:	Two-year degree from college or technical school; or 4 year related experience/training; or equivalent combination of education and experience. Required Skills: client relations, ability to quickly adapt to changes, outstanding follow through, detail oriented, excellent oral/written/interpersonal /organizational skills, strong team mentality, and minimum of 1 years' experience with youth.
Application Instructions:	Complete Application. Submit cover letter, application, and resume to CEO, Morgan Mote via email to morgan@forgeevolution.org . Please type "Outreach/Marketing Coordinator" in the subject line. We will contact those applicants who pass the initial employment screen and invite them for an in-person interview. Interviewed applicants will be notified of their application status after in-person interviews are conducted.

Outreach/Marketing Coordinator

Coordinates programs with a focus youth development and resiliency. Responsible for managing program support for the youth and their families. This position will support Forge Evolution's mission to support youth in each area of focus as the position will continue to build relationships with the community and build the Forge Program.

General Administration include the following, other duties may be assigned:

- Complete various administrative duties as necessary.
- Restore court house and the Weber Center after each session (i.e. court rooms, pre-trial rooms, attorney/ client rooms, conference rooms, ect.)
- Additional duties as required.

Program Management include the following, other duties may be assigned:

- Supervise all Teen Court hearing sessions.
- Coordinate post-sentencing explanation after court sessions (out-processing) including expungement.
- Create case folders for Defendants by preparing sentencing documents and providing student volunteers with case information for court sessions.
- Assist with the facilitation of all Forge Evolution programming and attend outreach opportunities as they arise.
- Continuously interact with Parents/Youth/Referral agencies.
- Case Manage youth to provide a supportive network.
- Daily payment reconciliation.
- Responsible for the enhancement of Forge Evolution's image by being active and visible among local business leaders, national corporations, and with other professional, civic and private organizations/social media.
- Track sentence completion and coordinate progress with Defendant party as necessary.
- Responsible for moving forward and expanding appropriately upon strategic plans to ensure that Forge Evolution can successfully fulfill its mission into the future.
- Maintain a working knowledge of significant developments and trends in the field (e.g., what other major organizations are doing).

Volunteer Management include the following, other duties may be assigned:

- Conduct training sessions for Volunteers on a regular basis.
- Assist with recruiting potential Volunteers.

Program Analysis and Reporting include the following, other duties may be assigned:

- Assist in updating files, database, records, and other documents.
- Collect data for statistical reporting on youth demographics, youth personal/legal/school history, protective factors data, fundraising, event data, etc.
- Evaluate and analyze Forge Evolution procedures to strengthen and improve the organization.

Marketing and Outreach include the following, other duties may be assigned:

- Create and update marketing documents and all collateral support.
- Promote Forge Evolution through presentations and functions within the community.

- Represent Forge Evolution on social media.
- Update website and all electronic media platforms.

Relationship Development Outreach include the following, other duties may be assigned:

- Assist with Donor support and Fundraising events.
- Identify and cultivate sponsors and donors.
- Actively solicit, call on, engage, and steward donors leading to increased contributions.
- Maintain donor confidence by keeping information confidential.
- Individually recognize all contributions and donations through phone calls, meetings, and personalized letters of gratitude.
- Work in partnership with other staff with events, fund development programs, major mailings, and solicitations.
- Coordinate and participate in the solicitation of funding from foundations, corporations and business, individuals, government entities and fundraising events.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Two-Year Degree required, or 4 year related experience.

Experience in client relations.

Excellent organizational ability.

Ability to be a self-starter.

Must be detail oriented.

Must be able to handle multiple projects at one time.

Great oral/written/interpersonal/organizational skills.

Effectively able to work in a team centric environment.

Ability to adapt to changes quickly.

Minimum of 1 years' experience working with youth.

Language Ability:

Ability to read, analyze, and interpret court documents and other written communications. Ability to effectively present information and respond to questions from CEO, Staff, Board of Directors, Volunteers, Youth and their Parents.

Reasoning Ability:

Deductive reasoning ability to apply general rules to specific problems to produce answers that make sense. Inductive reasoning ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events). Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to maintain confidentiality. Respect for diverse cultures and ability to work and interact with all types of people.

Computer Skills:

Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology. Proficient in all Microsoft office programs.

Physical Demands:

While performing the duties of this job the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms. The employee is occasionally required to lift up to 25 pounds. The vision requirements include: close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Logistical Requirements:

Must pass a criminal background check. Must provide pre- and post-employment drug screening tests. Must provide fingerprint documentation (provided). Must pass online computer system computer test.

Application for Employment for Forge Evolution

We are an Equal Opportunity Employer and are committed to excellence through diversity.

Please print or type. The application must be fully completed to be considered. Please complete each section, and attach a resume.

Personal Information

Full Legal Name

Address		City	State	Zip
Phone Number	Mobile Number	Email Address		
Are You A U.S. Citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>		Have you ever received a ticket/been arrested for a law violation? (This includes a plea of guilty, no contest, diversion program or other plea, etc.) (Do not include minor traffic violations.) If so, please provide explanation on an additional sheet of paper. Yes <input type="checkbox"/> No <input type="checkbox"/>		

Have you used any other names other than listed above? (including maiden names) Yes No

If yes, please list all names:

If employed, do you expect to be engaged in additional business or employment outside of this job? Yes No

If yes, please give the details:

If Selected to Move Forward in the application Process, Are You Willing to Submit to a Pre-Employment Background Check?

Yes No

If Selected For Employment Are You Willing To Submit to a Pre-Employment Drug Screening Test?

Yes No

Position

Position You Are Applying For	Available Start Date	Desired Pay
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Employment Desired

Full Time Part Time Seasonal/Temporary

Education

School Name	Location	Years Attended	Degree/Certificate Received	Major/Vocation/Technical

References - 4 Professional and 2 Personal (not relative) References Required

Name	Title	Company/Personal	Phone and email

Employment History

List employers in consecutive order with present or last employer listed first. Account for all periods of time including military services and any periods of unemployment. If self-employed, give firm name and supply business references. If additional space is needed, please provide information on an additional sheet of paper

Note: A job offer may be contingent upon acceptable references from current and former employers.

Employer (1) Name/Address/Telephone	Job Title		Dates Employed
Work Phone	Were you responsible for other people in this position? Yes/No		If yes, how many?
Address	City	State	Zip
Duties	Reason for Leaving	Supervisor	Supervisor contact info
Employer (2) Name/Address/Telephone	Job Title		Dates Employed
Work Phone	Were you responsible for other people in this position? Yes/No		If yes, how many?
Address	City	State	Zip
Duties	Reason for Leaving	Supervisor	Supervisor contact info
Employer (3) Name/Address/Telephone	Job Title		Dates Employed
Work Phone	Were you responsible for other people in this position? Yes/No		If yes, how many?

Address	City	State	Zip
Duties	Reason for Leaving	Supervisor	Supervisor contact info
Employer (4) Name/Address/Telephone	Job Title		Dates Employed
Work Phone	Were you responsible for other people in this position? Yes/No		If yes, how many?
Address	City	State	Zip
Duties	Reason for Leaving	Supervisor	Supervisor contact info
Employer (5) Name/Address/Telephone	Job Title		Dates Employed
Work Phone	Were you responsible for other people in this position? Yes/No		If yes, how many?
Address	City	State	Zip
Duties	Reason for Leaving	Supervisor	Supervisor contact info

Special Skills

What skills or additional training do you have that are related to the job for which you are applying?

What strengths would you bring to this organization?

List professional, trade, business or civic activities and offices held. Include volunteer work.

Affidavit, Consent, and Release

Please read each statement carefully before signing

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from future consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand that I will be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screening as a condition of employment, as required. I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a pre-employment background check, fingerprint submission, and such requirements to permit me the access to a courthouse badge.

I understand that this application, verbal statements by management, or subsequent employment does not create an express or implied contract of employment nor guarantee employment for any definite period of time. Only the CEO/Board of Director Chair has the authority to enter into an agreement of employment for any specified period and such agreement must be in writing, signed by the CEO/Board of Director Chair and the employee. If employed, I understand that I have been hired at the will of the employer and my employment may be terminated at any time, with or without reason and with or without notice.

I have read, understand, and by my signature consent to these statements.

Name (Please Print)	Signature
Date	
