

Get2College (G2C) is a program of the Mississippi non-profit Woodward Hines Education Foundation. Our staff is comprised of college admission, financial aid, and counseling experts. We help navigate the process of preparing for, applying to, paying for, and enrolling in college. We serve Mississippi students, parents, high school counselors, teachers, administrators, and community partners. We particularly aim to help underserved students who often face barriers for college success.

Position: Assistant Director of Outreach

Location: Jackson, Mississippi (Could consider the Southaven, Mississippi office)

Job Purpose: The Assistant Director of Outreach provides workshops and activities related to college and career planning for students, their families and for educators. This position supports statewide FAFSA completion efforts. Working out of a Get2College Center, this position provides counseling, advisement and general college planning information to Get2College Center visitors supporting all of the work of the Center.

Essential Job Duties:

- Provides workshops and activities related to college and career planning to audiences targeting high schools statewide
- Participates on the training team
- Develops and maintains relationships with external agencies related to the goals and mission of WHEF, including school counselors, teachers, administrators and professional organizations.
- Assists in the development and revision of standardized curricula for workshops and programs, as well as related handouts, fliers and materials.
- Maintains accurate detailed records of outreach activities for division reports.
- Provides support in the long-range planning and development of services to be rendered.
- Provides support to counseling staff in advising and disseminating information to students, parents and other visitors to the Get2College Centers.

The successful candidate should possess the following:

- Strong communication, interpersonal and organizational skills, both oral and written.
- Thorough knowledge of, familiarity with and experience in the admissions field and interpreting policies and procedures to prospective students and the GGC community.
- Ability to present clear and accurate information to small and large groups of various populations.
- Ability to effectively work with diverse constituencies in a large, fast-paced professional work environment.
- Represent GGC in a professional and positive manner at all Foundation functions.
- Ability to work independently and develop project timelines and associated tasks to be completed.

Education/Experience: Bachelor's degree in Counseling, Higher Education, Communications or a related field and/or experience in financial aid, college admissions, and/or college access; or an equivalent combination of education and experience.

For more information or for directing letters of interest, please contact Ann Hendrick, Director of the Get2College Program. ahendrick@woodwardhines.org