



POSITION DESCRIPTION

Outreach and Recruitment Coordinator

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Budgeted and Assigned Responsibility

This position is a classified position funded by a grant from the Administration for Children and Families, Office of Family Assistance (OFA), through the University of Georgia (UGA), College of Family and Consumer Sciences. Continued funding for this position, after the end of the grant period (September 29, 2030), is contingent upon obtaining other funding sources.

Education, Experience, Licensure, or Certification Required

Master's degree in human development and family science, family and consumer sciences, social work, education, or a related field, or a Bachelor's degree with at least four years of relevant experience preferred.

Position Overview

The Outreach and Recruitment Coordinator plays a central role in promoting and expanding the reach of **Elevate Couples Georgia (ECG)**—a statewide, evidence-based relationship education initiative that aims to serve at least 1,250 adult couples across Georgia from 2026–2030. We are seeking a friendly, outgoing, and highly organized individual who is passionate about networking, building partnerships, and strengthening families. The person in this position will lead efforts to develop and sustain relationships with organizations, agencies, and community leaders who can help connect couples to ECG workshops and services. This position will also coordinate recruitment activities and supervise student interns and assistants who support enrollment, engagement, and data tracking efforts. The role requires proactive outreach, strong communication skills, and a collaborative spirit to ensure smooth recruitment and participation experiences for all couples.

Major Duties and Responsibilities

Outreach and Partner Engagement (40%)

- Promote Elevate Couples Georgia (ECG) by coordinating and conducting outreach efforts with community agencies, organizations, schools, faith-based groups, and other stakeholders across Georgia.
- Identify, contact, and engage potential referral sources and community leaders to expand awareness and access to ECG workshops and services.
- Build and maintain reciprocal, collaborative relationships with referral partners through regular communication, appreciation efforts, and shared outreach opportunities.
- Represent ECG at local and statewide events, meetings, and conferences to increase visibility and foster community engagement.
- Collaborate with UGA Extension agents, community partners, and project staff to coordinate marketing and outreach campaigns that align with ECG goals.

Recruitment and Enrollment (40%)

- Lead recruitment activities to ensure couples are effectively referred, enrolled, and supported throughout the program.
- Coordinate and monitor the workflow of recruitment and enrollment processes, ensuring timely follow-up and accurate documentation.
- Supervise, train, and schedule undergraduate and graduate student interns/assistants who provide support in outreach, participant enrollment, and case tracking.
- Develop and maintain protocols and training resources to guide recruitment, intake, and engagement procedures.
- Ensure a positive and efficient experience for participants from initial contact through completion of the program.

Data and Reporting (20%)

- Maintain detailed records of outreach activities, contacts, and partnership outcomes.
- Maintain accurate records of recruitment and enrollment activities in internal databases and project tracking systems.
- Support evaluation efforts by documenting recruitment metrics and providing feedback on outreach effectiveness.
- Contribute to progress reports and assist in preparing summaries of outreach accomplishments and partnership highlights.
- Participate in Continuous Quality Improvement (CQI) meetings and use data to inform outreach and engagement strategies.

Required Knowledge, Skills, Abilities, and/or Competencies

- Strong interpersonal and relationship-building skills with diverse audiences.
- Excellent verbal and written communication and presentation skills.
- Demonstrated ability to plan, organize, and implement outreach and recruitment activities.
- Experience working with adult learners and community-based programs.
- Ability to work independently and collaboratively within a team.
- Demonstrated professionalism, initiative, and follow-through.
- Ability to assign tasks and monitor progress to ensure adherence with project needs and deadlines.
- Proficiency in Microsoft Office applications, web-based technology, and basic data management systems.
- Strong organizational and time management skills, with attention to detail and deadlines.
- Ability to complete and process administrative and quality assurance paperwork and prepare progress reports.
- Available to travel and participate in overnight, out-of-town meetings and trainings as deemed necessary.
- Available to work evenings and weekends as needed.

Preferred Qualifications

- Demonstrated experience coordinating community outreach, partnership development, or public engagement initiatives.
- Experience coordinating educational programs, workshops, or recruitment campaigns for adults or families.
- Experience working with state/federal agencies, universities, and/or non-profit organizations.
- Experience supervising students or staff and providing training and technical assistance.
- Knowledge of research-based or trauma-informed practices related to family strengthening, couple education, or community capacity building.
- Experience with data tracking, evaluation reporting, and continuous quality improvement processes.
- Knowledge of relationship and family life education, family systems theory, or similar applied human development frameworks.
- Familiarity with Georgia communities and family-serving networks.

Work Hours

Monday – Friday, 8:00 AM – 5:00 PM. Position will also require periodic evening and weekend work, in-state travel, and attendance at overnight, out-of-town meetings, trainings, and conferences.

Salary

\$40,409 – 50,000. Salary is based on education and years of experience relative to the position.

Administrative Relationships

The Outreach and Recruitment Coordinator is an employee of the University of Georgia College of Family and Consumer Sciences and works under the direction and leadership of Dr. Ted Futris as the immediate supervisor and Principal Investigator/Project Director.

Special Instructions to Applicants

This position will be based in Athens, GA at the University of Georgia. Some travel will be required, which may involve nights and weekend work. Travel expenses will be reimbursed in accordance with UGA policies.