



## Vacancy Announcement

### **Project Ambassador (Grant Funded) Alexandria Campus**

CLTCC serves six parishes (Avoyelles, Concordia, Grant, LaSalle, Rapides, and Winn) in central Louisiana and has five sites: 1) the Main Campus in Alexandria; 2) the Ward H. Nash Site in Cottonport; 3) the Huey P. Long Site in Winnfield; 4) the Rod Brady Site in Jena and 5) the Ferriday Site in Ferriday.

Additionally, CLTCC provides instruction for several prisons and correctional institutions.

#### **SUMMARY:**

The Project Ambassador reports directly to the Vice Chancellor of Workforce and Grant Development and is responsible for social and community outreach, relationship building with young people, ages 16 to 24, who are not working or in school, and coordinating all aspects of the Reconnecting CenLa Initiative funded by The Rapides Foundation. This team member is responsible for the day-to-day operations and implementation of the CLTCC Reconnecting CenLa ambassador program. Successful candidates will have experience with helping disconnected youth meet their goals and have a love for working in and with at-risk communities. **This position is a finite grant-funded position, beginning not prior to April 1, 2023 and ending with the completion of the grant period on March 31, 2026.**

#### **Duties and Responsibilities:**

##### **Manage the recruitment and training of future Community Liaisons**

- Design and implement a strategy to recruit Community Liaisons across the region.
- Manage and facilitate all new Community Liaisons' onboarding and training.
- Provide ongoing support to Community Liaisons.
- Host Community Liaisons' team calls.
- Work with Community Liaisons on drafting events and outreach plans.
- Drive event marketing initiatives.
- Generate status reports and provide strategic recommendations for Community Liaisons' program growth.
- Manage the active roster of new Community Liaisons.
- Research events for Community Liaisons to attend in community and local markets.
- Complete, review, and/or approve any Community Liaison employee paperwork such as employee onboarding, contracts, time sheets, etc. as related to internal policies and procedures.

##### **Relationship building and managing the affairs of the program**

- Manage Community Liaison recruits.
- Answer program inquiries and track and maintain referral and participant outcomes.

- Complete intake interviews, determine needs, and provide case management to program participants.
- Listen to participant concerns and provide referrals to education, social services, or employment as required.
- Manage marketing content and collateral database for Community Liaisons.
- Manage internal systems and tools (social media, databases, and internal tools).
- Identify key recruitment partnerships in the market.
- Establish a communication network and conduct outreach to build capacity in communities and individuals not in work or school.
- Make recommendations for improvements to tools and processes.

#### **Other duties as assigned**

- Record keeping and reporting of grant activities, including programmatic and operational tasks.
- Complete and submit quarterly reporting of grant activities and metrics.
- Schedule internal and external meetings with key stakeholders.
- Prepare, process, and follow up to ensure completion of employee and inter-agency contracts.
- Coordinate activities, course scheduling and communication between CLTCC and key stakeholders.
- Travel to Avoyelles, Catahoula, Grant, LaSalle, Rapides, and Winn Parishes to recruit and engage with participants.
- Complete special projects as assigned by the Vice Chancellor of Workforce and Grant Development and any other duties as assigned.

#### **Required Knowledge, Skills and Abilities:**

- Strong analytical and organizational skills, detail oriented, and ability to relate to a variety of individuals.
- Excellent written and oral communication skills, time management skills, and the ability to evaluate and determine priority of workload to meet deadlines and goals.
- Excellent computer skills with experience using Microsoft Office, especially Word, Excel, and PowerPoint
- Must maintain confidentiality of work-related information and materials
- Self-motivated, with the initiative and ability to carry out multiple tasks efficiently with little supervision.
- Exceptional interpersonal skills, including the ability to successfully communicate with people from diverse backgrounds.
- Marketing experience related to branding initiatives, events, or content as it relates to specific audiences and targeted groups.

#### **Required Minimum Qualifications:**

- Associate's degree with 2 years of related experience
- Proficient with Microsoft Office programs, social media platforms, computer, and internet functions
- A valid Louisiana Driver's License with proof of motor vehicle insurance.

### **Preferred Qualifications:**

- Bachelor's degree
- 2+ years of recruiting experience and onboarding candidates
- Successful, lived experience in serving disconnected youth, communities at risk of facing disconnection from work or school, or groups that have been historically underserved by various public and private institutions.
- Comfort with public speaking and/or presenting to diverse community groups.
- Knowledgeable of and experienced with locating and utilizing various social services and resources available in the community

### **Additional Requirements:**

**In accordance with LCTCS Policy #6:036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.**

### **Application Instructions:**

Applicants for this position should submit:

- 1) A cover letter
- 2) Resume (to include date(s) of employment and date(s) educational degree was obtained)
- 3) Official college and university transcript(s) showing the awarded/conferred degree to meet educational qualifications. Unofficial transcripts are acceptable at application; however, original transcript(s) are due at hire
- 4) Names and contact information for three work-related references via email to: [hr@cltcc.edu](mailto:hr@cltcc.edu)

**Applications accepted until position is filled.**

*Central Louisiana Technical Community College is committed to diversity and is an equal opportunity/equal access employer. CLTCC is also a State As a Model Employer (SAME) agency that supports improved employment opportunities for individuals with disabilities.*