



## School Outreach Coordinator – Boston Public Schools

### ***About Sandy Hook Promise***

Sandy Hook Promise (SHP) is a national, nonprofit organization based in Newtown, Connecticut. We are led by several family members whose loved ones were killed in the tragic mass shooting at Sandy Hook Elementary School on December 14, 2012 that claimed the lives of 20 first-graders and 6 educators. SHP is focused on preventing gun violence (and other forms of violence and victimization) BEFORE it happens by educating and mobilizing youth and adults on mental health and wellness programs that identify, intervene and help at-risk individuals. SHP is a moderate, above-the-politics organization that supports sensible non-policy and policy solutions that protect children and prevent gun violence. Our intent is to honor all victims of gun violence by turning our tragedy into a moment of transformation. For more information, visit [www.sandyhookpromise.org](http://www.sandyhookpromise.org)

### ***Position Summary***

Our organization has experienced tremendous growth since its inception five years ago. Within the last five years, we have trained over 5.5 million youth and adults in all 50 states in our four, no-cost, [Know the Signs](#) Programs and we are expanding quickly throughout the country. We are looking for a fast-paced, proactive, solution and detail-oriented individual to lead our school outreach, recruitment, and training efforts to support our partnership with Boston Public Schools.

The School Outreach Coordinator (SOC) is dedicated to implementing and sustaining our four Know the Signs (KTS) programs within Boston Public Schools (BPS). This requires maintaining relationships with our BPS district leaders, creating and implementing upon action plans, and driving progress towards goals. The ideal candidate will be prepared for tenacious selling-in and follow-up to existing schools, managing logistics and scheduling programs, identifying and supporting an “adult champion” and youth club within each school, cultivating current and new relationships over time, and tracking/reporting on all implementation, sustainability and impact metrics in the region. The SOC reports to the North East Region Manager. This position requires traveling to schools, working from office space provided by Boston Public School, and the ability to work from a “mobile office”. 50% travel within the Boston area is expected and required. SHP offers a competitive salary based on experience, benefits, paid holidays and vacation.

### ***Primary Responsibilities***

- Implement KTS programs within Boston Public Schools and manage implementation/self-led efforts within assigned area, including coordinating presentation logistics and training/in-school materials
- Drive the coordination, organization and planning activities for the BPS Steering Committee charged with oversight of KTS Program implementation throughout BPS
- Ensure 100% of SOC supported schools have a SAVE student club
- Build and maintain relationships with new and existing SAVE Promise Clubs to ask them to sustain our work over time
- Build and maintain proactive and positive working relationships with key school district leadership and personnel, as well as with local partners; attend events to build SHP/KTS and BPS awareness
- Provide SAVE Promise Clubs with the tools, training, support and follow-up needed to sustain KTS Programs, meet with adult champions and clubs
- Manage school outreach and obtain commitments for Call to Action Weeks including registration and implementation
- Manage all tracking/metrics

### ***Required Skills and Experience***

- 3 – 5 years demonstrated experience working on a field/electoral organizing, community organizing, grassroots advocacy, program implementation effort or campaign
- Proven experience making an ask in order to mobilize or build/grow/expand support for a cause or effort through proactive outreach and follow-up
- Coalition management experience and/or demonstrated experience driving a set of key stakeholders towards a common goal
- Proven project management experience—has had to manage multiple moving parts, multiple stakeholders, executing upon workplans and driving team to implement upon deliverables all at once
- Logistical know-how (experience advancing an event or training) and understands turnout
- Demonstrated experience building and sustaining relationships
- Effectively utilized technology, tracking methods/tools for ongoing management of progress and relationships. Must be proficient in Microsoft Office (Outlook, Excel, PowerPoint, Word) and unafraid to learn new systems, including a CRM
- Experience working from a “mobile office”

### ***Core Qualities***

- Can understand the big picture while being able to execute in the day-to-day
- Must be comfortable and proficient in public speaking and making presentations with an ability to stay on message
- Impeccable follow-thru and follow-up
- Understands the tenants of effective outreach, turnout, and engagement
- Highly organized, able to keep track of relationships, outreach, key deliverables, and progress
- Strong team player—leans on the talent of the team, steps up to help the team as needed, knows when to pull in manager, accessible and highly responsive to colleagues and stakeholders, embraces multiple methods of communication, does not require multiple reminders to complete work or accountabilities
- Embraces and values diversity of all kinds, does not shy away from it, is open to conversations about racism and equity, and is comfortable working cross-culturally and cross-community
- Looks for potential hiccups, bottlenecks, or obstacles to success. Seeks solutions early on and appreciates each as a lesson learned
- Technology proficient, unafraid, and agreeable to utilizing internal systems/tools
- Resourceful and a problem-solver who believes “if there’s a will, there’s a way”
- Brings a sense of urgency with a focus on getting to a “yes”
- Diplomatic, able to effectively work with educators, volunteers/promise presenters/surrogates
- Strong self-starter who is comfortable working remotely and able to remain highly productive with minimal supervision
- Believes in “mission over me”
- Good self-awareness, knows themselves, takes feedback well, is okay saying no, and asks for help when overwhelmed or uncertain

People of color, LGBTQ individuals, women, and people with disabilities are strongly encouraged to apply.

### ***To Apply***

Please send resume, cover letter and salary requirements to [jobs@sandyhookpromise.org](mailto:jobs@sandyhookpromise.org). Applications will be reviewed immediately and the position will be open until filled. No phone calls please.