

1000 Hilltop Circle  
Baltimore, MD 21250  
410-455-2493

## Community Outreach Specialist Position Description

The Community Outreach Specialist is responsible for serving as the liaison between College JUMP and various communities and publicizing the work of the organization.

### **Examples of Tasks and Responsibilities:**

*Subject to change throughout the year*

- Serve as the point person for College JUMP in connecting with UMBC campus groups and community organizations
  - Connect and exchange ideas and information with organizations doing similar work
  - Assist with mentor recruitment
- Seek out opportunities to better connect College JUMP to the refugee community
  - As available, attend workshops, events, and other activities frequented by refugee communities
  - Assist with mentee recruitment
- Publicize College JUMP through a variety of outlets; engage local organizations and individuals in the work of the program
  - Write and publish all content for monthly newsletters
- Supervise the RYP College JUMP email account (which is given to interested participants and networks)

### **Additional Responsibilities as a Mentor Leader**

- Attend bi-weekly group Mentor Leader Meetings
- Attend bi-weekly individual check-ins with the College JUMP Coordinator
- If the Mentor Support Specialist is in their second semester in this role, they may add the responsibility of responding to the journals of one 11th grade mentor.

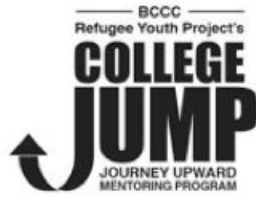
### **Time Commitment:**

*Estimated 3-5 hours/week includes the following:*

Completing the above specialist and Mentor Leader tasks, in addition to anything else related to Community Outreach agreed upon by the Mentor Support Specialist and the College JUMP Coordinator.

*(This does not include any additional time spent as a mentor.)*

### **Compensation:**



THE  
SHRIVER  
CENTER  
AT UMBC

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The Community Outreach Specialist will receive a stipend of \$300 per semester.