

PASC Program and Outreach Coordinator Job Description

Term: 3 year term

1. The Program & Outreach Coordinator will serve a three year term and be a non-voting (ex-officio) member of the PASC Executive Board. They are selected by the Program and Outreach Committee and approved by the full board.

2. The Program & Outreach Coordinator will be responsible for:

- Fundraising activities that can be used also as a way to bring students and advisors together in activities across the state.(ie. PASC at the BallPark)
- Research foundation, government, and corporate grant opportunities
- Research companies for donations and better prices for PASC programs.
- Prepare applications for all grant opportunities according to the individual organization guidelines but consistent with PASC mission and principles; including the collection of all supporting grant application materials such as but not limited to letters of support, audited financial statements, camp and conference promotional materials and curriculum, media coverage and resumes of Board members. This person may utilize an outside grant writer if approved by PASC.
- Submit all grant applications following the approval of all necessary entities including but not limited to the PASC Executive Director, Treasurer and Program & Outreach Committee.
- Track the outcomes of all grant funded programs and initiatives for grant reporting purposes and future grant applications
- Prepare and submit grant reports in a timely and efficient manner
- Develop relations with officers or employees of funding agencies representing foundations, government, or corporations
- Monitor the appropriate media exposure of all funding agents in line with all memorandums of understanding (MOUs) and/or grant agreements
- Maintain appropriate communication with funding agents including at least seven letters of appreciation over a 12 month period with timely updates and accomplishments
- Research consistently the need for the existence of PASC based on youth reflections, focus groups, local-state-national research on youth development

and youth leadership

- Work to develop and implement with member school leadership and service opportunities for member schools, students, and advisors, such as but not limited to distinguished student leader program.
- As needed, vet outside programs for “PASC Approval” with the committee.
- Cultivate relationships with businesses and other organizations and individuals outside of PASC.
- Coordinate relations between PASC and PASC Alumni.

3. PAL Conference (every other year) 2017

- Coordinate with the Executive Director and the Assistant Executive Director to schedule the Principal, Advisor, Leader Conference (PAL) develop the activities for the sessions.
- Work with Region Directors to select 2-3 sites around the states and train them in what their role is on the actual day.
- Be the contact person with the selected speaker/facilitator for all needs
- Work with Registrar on registration of delegates.
- Supply publicity and registration materials to Communications Coordinator and Technology Coordinator
- Develop the activities including evaluation for the program and play to the facilitator expertise, and the identified needs of the delegates.
- Coordinate with the Executive Director and the Assistant Executive Director to host the facilitator and serve as MC for the day at the various sites.
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3. Create agendas for Program and Outreach Committee for all board meetings, including ED’s input.

- Send out to all committee members at least one week before the meeting, complete with deadlines.
- Coordinate agenda before meeting with student chairperson.
- Work on action plan for all items on agenda and complete with deadlines
- Assist student chairperson in writing and delivering committee report to the at each full board meeting.
- Follow up with all parts of action plan not completed at the meeting and accomplish by deadlines. Share results with AED and Secretary for publishing in minutes

4. Work directly with Alumni Partners through Coordinator and committee on any PASC initiatives as directed.

5. Cultivate relations with business and other student/nonprofit organizations

6. Be liaison with Four Diamonds and coordinate PASC involvement, training, and all other needs in the name of service and leadership.

Job description created: 2006
Revised: July, 2017