

As a Newburgh Enlarged City School District
Job Description

TITLE:	Event Facilitator (GEAR Up)
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REPORTS TO:	GEAR Up Coordinator Office of Assistant Superintendent for Equity
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QUALIFICATIONS:	<u>QUALIFICATIONS:</u> <ul style="list-style-type: none">● Minimum of 5 years experience as an event planner.● Experience in event planning, coordination of tours/events, or management.● Strong organizational and time management skills, with the ability to multitask and prioritize effectively.● Excellent communication and interpersonal skills, with the ability to work collaboratively with diverse groups of stakeholders.● Knowledge of college access and readiness programs, such as GEAR UP, preferred.● Familiarity with the educational landscape and resources available to students in the local community.● Commitment to promoting equity and inclusion in education, with a passion for supporting underserved students on their path to college and career success.● Experience and success with Grant related programming.● Experience with budget development for grants.● Experience with creating and establishing community partnerships.● Strong interpersonal skills.● Strong oral and written communication skills.● Bilingual preferred.
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JOB GOAL:	This non-aligned temporary position of: Event Facilitator will support the GEAR UP grant to work within our current program beginning in 8th grade through their freshman year of college. The Event Facilitator will play a key role in organizing and executing a wide range of events and activities designed to support the goals of the GEAR UP program. Reporting to the GEAR UP Coordinator, the Event Facilitator will collaborate closely with school staff, community partners, and students to ensure the success of GEAR UP initiatives. This position is dependent upon ongoing Gear Up grant funding.
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**ESSENTIAL
RESPONSIBILITIES**

- Plan, coordinate, and oversee GEAR UP events, including college tours, workshops, guest speaker presentations, and career fairs.
- Work closely with school administrators, teachers, and counselors to identify student needs and interests and develop relevant programming.
- Collaborate with community organizations, colleges, and businesses to secure resources and opportunities for GEAR UP participants.
- Provide logistical support for events, including scheduling, budgeting, marketing, and participant registration.
- Facilitate communication and coordination between GEAR UP staff, school personnel, and external stakeholders.
- Track and evaluate the effectiveness of GEAR UP events and activities, collecting feedback from participants and stakeholders.
- Maintain accurate records and documentation related to event planning and implementation.
- Assist in the development and implementation of strategies to promote college and career readiness among GEAR UP students.
- Research and implement a GEAR Up event planning model that is aligned to the GEAR Up grant specifications.
- Works directly with the GEAR Up Coordinator.
- Facilitates cross-functional articulation among all of high school campuses.
- Works to forecast, plan, implement, and improve opportunities for students to attend college and career readiness.
- Assists with the establishment of budget priorities for GEAR Up Programs.
- Examines student data from student surveys. To enhance pathways of success in secondary education with college and career readiness
- Conducts yearly inventory of materials for GEAR Up after school programs.
- Maintains close relationships with community agencies.
- Monitors purchasing and budgetary constraints.
- Advocates, facilitates, and monitors the alignment of GEAR Up programming to grant specifications..
- Participation/Facilitation at standing committees.
- Performs other related duties as required by the Assistant Superintendent.
- Coordinates with the GEAR Up Coordinator a comprehensive transition events for students
- All other assigned duties