



Outreach Coordinator

JOB DESCRIPTION

Nest is a nonprofit organization dedicated to addressing all forms of violence and harm through mental wellness & violence prevention education. We are thrilled to announce the upcoming launch of our comprehensive K-12 "You Belong Here" mental health curriculum. This innovative program is designed to empower young minds in building healthy relationships and mitigating harm, both to themselves and others. By integrating principles of emotional agility, empathy, accountability, and gratitude through a neuroscience perspective, our curriculum addresses the core human need for significance and belonging.

We are seeking a remote Outreach Coordinator to expand our Youth Education Program in Texas, California, Colorado, Washington, New York, Boston, DC, Georgia and North & South Carolina.

JOB DUTIES

The Outreach Coordinator is responsible for the management and coordination of Nest curriculum sites including outreach to potential school/district partners, implementation logistics, trainings, and material updates and community events. This position is a part-time contracting position, with job duties adjusted accordingly (to be discussed during the interview process).

ESSENTIAL DUTIES

Program Development:

- Develop relationships with new schools, districts and stakeholders.
- Develop and maintain communication and logistics among interested and existing schools, facilitators and other collaborating partners and organizations.
- Own all administrative tasks related to school partnerships including: interest calls, SOWs, contracts, invoices, and virtual/in person meetings.
- Work with the Nest team to develop local outreach strategies, as well as policies, procedures and required program documentation.
- Assist in curriculum development and edits as needed.
- Align to national and state educational standards.

Program Coordination:

- Coordinate (and potentially) deliver trainings for educators, counselors, and facilitators.
- Support the planning of and, if possible, attend community events and conferences, including Nest Student Forums and various school district presentations.
- Contribute local information to curriculum rewrites and coordinate school access of updated materials.

- Ensure successful implementation of Nest curricula.
- Manage surveys and curriculum feedback.

QUALIFICATIONS:

- Bachelor's Degree required; Master's Degree in Education, Social Work or related field helpful but not required.
- Teaching experience is strongly preferred.
- Minimum 3 years' experience in project management position and in a position with progressive responsibility.
- Experience working with multicultural groups and organizations.
- Experience in negotiating and managing contracts successfully.
- Experience working with students and knowledge of school systems welcome.
- Superior and demonstrated organizational skills and ability to work independently.
- Must be organized and self-motivated.
- Excellent communication/writing skills.
- Ability to communicate effectively over email and experience with cloud-based collaboration: Google Suite, Slack, Monday.com, CRMs, with demonstrated success in working remotely

COMPENSATION:

\$25-\$30 hour, 20 hours per week

*Applications accepted until the position is filled. Only those who submit a cover letter and resume will be considered.

ABOUT NEST

Nest's mission is to transform violence prevention education through programs that address the interconnected nature of all forms of harm while fostering human connection and mental wellness. Our vision is a world where happier humans do less harm. Nest is a 501(c)(3) nonprofit organization.

nestfoundation.org | @nestfoundation

Nest is committed to encouraging diversity and inclusion into our workplace where such values are at the forefront of our daily work and interactions. We value and seek diverse team members who are passionate, innovative, and supportive of these values. Nest provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran, in accordance with applicable federal, state, and local laws.