



Job Description

Position Title: Adult Education Community Outreach and Engagement Specialist

Reports To: Director of Adult Education

Department: Adult Education

SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES

The Adult Education Community Outreach and Engagement Specialist serves as a key member of the Adult Education leadership team, providing operational, compliance, and outreach support to ensure the success of Adult Education programs. This position works closely with the Director of Adult Education to prepare for state and federal monitoring visits, audits, and compliance reviews while also leading student recruitment, community engagement, and enrollment efforts.

KEY RESPONSIBILITIES

- Assist the Director of Adult Education in preparing for state and federal audits, monitoring visits, and compliance reviews.
- Maintain organized program files and documentation to ensure audit readiness.
- Review student records for completeness, accuracy, and compliance.
- Support data collection, reporting, and performance tracking.
- Develop and implement recruitment strategies to increase enrollment.
- Represent the department at community events, workforce fairs, and outreach activities.
- Build partnerships with employers, agencies, and community organizations.
- Support student engagement, retention, orientation, and onboarding activities.
- Prepare reports, correspondence, and presentations as requested.
- Perform other duties as assigned by the Director of Adult Education.

Minimum Qualifications

- Experience in community engagement, or a related field preferred.
- Strong organizational, communication, and record keeping skills.
- Proficiency with Microsoft Office and database systems.