

Job Title:	Outreach Coordinator	Job Category:	Non-Exempt, Salaried, Full-Time
Location:	1901 Centre Ave Suite 204 Pittsburgh, PA 15219	Travel Required:	15-20% Regional travel
Level/Salary Range:	\$50,000 annually and generous benefits package	Schedule:	Monday through Friday 8:30 AM to 5:00 PM with evenings and weekends as required

Position reports to: Director of Outreach and Scholar Support

Job Description:

The Outreach Coordinator is responsible for engaging Pittsburgh Public Schools (PPS) stakeholders, including students, families, counselors, administrators, institutions of higher education and training, and community organizations, to ensure that students in the graduating classes through 2028 have access to The Pittsburgh Promise scholarship, FAFSA/PHEAA/financial aid resources, and post-secondary planning support. This position also contributes to programming and scholarship processes led by The Pittsburgh Promise's College and Career Success team.

Responsibilities:

High School and Community Outreach

- Establish and maintain relationships with high school counselors, transition counselors and principals to coordinate activities and campaigns aimed at Promise scholarship application completion and college access and success.
- Work with counselors to provide direct support to seniors on college planning, including FAFSA and PHEAA completion, scholarship applications, and college decision-making.
- Assist the Post-Secondary Support Manager in guiding Promise students through their transition from high school to post-secondary education, providing resources and support as needed.
- Represent The Promise at community events, financial aid nights, and other outreach opportunities.
- Manage The Promise's annual High School Seniors texting campaign.

Scholarship Administration Support

- Assist the Scholarship Program Manager with scholarship payment processes, including Dual Enrollment, to ensure timely and accurate payments to eligible Promise scholars.
- Respond to student, parent, and community inquiries regarding scholarship eligibility, usage, and payment schedules.

Program Support

- Maintain and strengthen relationships with admissions representatives at Preferred College Partner (PCP) institutions. Plan and coordinate their participation in fall and spring PCP college fairs.
- Collaborate with Promise staff to recruit, select, train, and oversee the effective placement and engagement of student interns, known as Promise Ambassadors.
- Coordinate annual Promise Ambassador visits to PCP campuses.
- Assist with recruitment efforts for the Executive Scholars program.
- Co-supervision of Promise Ambassadors.

General Promise Responsibilities

- Become proficient in using the eScholarship database and student portal. Maintain accurate contact records. Assist PPS students in navigating the student portal.
- Perform any other duties or responsibilities assigned by the Director of Outreach and Scholar Support.

Qualifications:

- Bachelor's degree required.
- Pittsburgh Promise alumni are strongly encouraged to apply.
- Entry-level position; prior experience working with underrepresented populations, especially high school students and young adults, is preferred.
- Must pass appropriate clearances (criminal record and child abuse).
- Must be authorized to work in the United States

Skills and Traits:

- Strong ability to build relationships and engage effectively with diverse populations, including students, families, staff, community partners, and funders.
- Excellent writing and speaking skills.
- Strong customer service orientation.
- Strong attention to detail.
- Ability to understand nuances of scholarship awards.
- Proficiency with Microsoft Office suite tools.

To Apply:

Interested candidates should submit resume and cover letter to: careers@pittsburghpromise.org by October 21, 2025.

No phone calls please.

Equal Opportunity Policy

The Pittsburgh Promise strives to hire, recruit, train and promote employees in job classifications without regard to age, race, color, gender, national origin, disability, veteran's status or sexual orientation. Human resource decisions such as compensation, benefits, transfers, layoffs, return from layoffs, training, education, tuition assistance, and social and recreational programs will be administered without discrimination. Only valid job requirements will be imposed for promotional opportunities so that promotion decisions are made in accordance with the principles of equal opportunity. Our full Equal Opportunity Policy can be found in the employee handbook.