

**Title:** Outreach Worker

**Department:** Office of Postsecondary Readiness

**Reports To:** Director, Special Projects

**Job Summary**

Provides support to the Office of Postsecondary Readiness. Works independently on assigned projects and tasks. Visits School District of Philadelphia high schools to ensure students experiencing homelessness are receiving the necessary services and resources for postsecondary readiness.

**Essential Functions**

- Develops, promotes and maintains with a variety of community organizations, partner agencies, postsecondary programs and institutions.
- Attends district events to provide information about and promote district programs.
- Data Entry and record-keeping
- Interacts with district personnel and schools to identify students experiencing homelessness.
- Interacts with various functional agencies to attain viable solutions to any problem situations.
- Participates in special projects as assigned by conducting research to gather information and resources specific to postsecondary education for students experiencing homelessness.
- Works directly with students to create postsecondary plans.

**Minimum Requirements**

- High School diploma or equivalent.

**Qualifications**

- Excellent analytical and communication skills.
- Excellent communication skills.
- Proficient in Google Suite.
- Must be self-directed and can work independently.
- Ability to multi-task and handle detailed assignments.
- Ability to maintain confidentiality.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills of personnel so classified.

Persons with lived experience of homelessness are encouraged to apply.

To apply please email a cover letter and resume to [cliang@philasd.org](mailto:cliang@philasd.org)

