

Program and outreach Coordinator

Job Description

(3 year term)

Purpose

The role of the Program and Outreach Coordinator is to foster and maintain relationships with charitable partners, professional partners, alumni, and all programs that do not fall elsewhere in PASC.

Duties

- Oversee the Program and Outreach committee.
- Oversee Fundraising activities that can be used also as a way to bring students and advisors together in activities across the state.(ie. PASC at the BallPark)
- Research foundation, government, and corporate grant opportunities
- Research companies for donations and better prices for PASC programs.
- Prepare applications for all grant opportunities according to the individual organization guidelines but consistent with PASC mission and principles. This person may utilize an outside grant writer if approved by PASC.
- Research consistently the need for the existence of PASC based on youth reflections, focus groups, local-state-national research on youth development and youth leadership
- Work to develop and implement with member school leadership and service opportunities for member schools, students, and advisors, such as but not limited to distinguished student leader program.
- Coordinate relations between PASC and PASC Alumni.
- Oversee the Principals, Advisors, and student Leaders (PAL) program
 - ◆ Coordinate with the Executive Director and the Assistant Executive Director to schedule the Principal, Advisor, Leader Conference (PAL) develop the activities for the sessions.
 - ◆ Work with Region Directors to select 2-3 sites around the state and train them in what their role is on the actual day.
- Liaise with Four Diamonds and coordinate PASC involvement, training, and all other needs in the name of service and leadership.
- Maintain and update all relevant information and applications on pasc.net

Other Expectations

- Attend all Executive Board meetings during the year (1 virtual, 1 in person)
- Hold, at least, two virtual committee meetings per year.
- Prepare an agenda for each committee meeting.
- Coordinate with the student committee chair on agenda and report for the Executive Board meetings.
- Respond to emails and other correspondence in a timely manner
- Maintain and update all relevant dates on the PASC master calendar.

More detailed information available upon request

How to Apply

Complete an application, available at <https://www.pasc.net/exec-board-positions>

Please send any questions to executivedirector@pasc.net

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