



Job Title: Youth Engagement Officer
Reports To: CEO
Status: Full-time
Start Date: August based on organization/candidate schedule

OUR STORY

The Oceana Community Foundation started in 1989 with a small group of community leaders who shared a big dream: to create a brighter future for Oceana County. They envisioned a way to connect generosity with opportunity and community needs. We've grown into an organization managing over 200 charitable funds and investing millions annually in scholarships, grants, and community initiatives. We are experiencing significant growth in programs, relationships and our operational support needs. We need an experienced nonprofit professional who is passionate about supporting youth development and post-secondary success. We are seeking a friendly, outgoing individual with strong interpersonal skills; written and verbal communication skills as well as time management and organizational skills. ***Are you ready to have a lot of fun, be inspired frequently, and make a significant impact for young people in Oceana County?***

POSITION OVERVIEW

We're looking for a compassionate and organized individual to join our team as our Youth Engagement Officer. In this role, you'll be the heartbeat of our scholarship program, guiding students through the application process, managing data with care and accuracy in AkoyaGO (our database system), and ensuring donors and recipients feel connected to the impact of their generosity.

You'll also support our broader youth program work, including our Read early. Read often. (RERO) early literacy initiative and lend a hand with administrative tasks that keep our team running smoothly. This is a role where you can genuinely grow your career in our community with meaningful opportunities for professional development, independent project ownership, and leadership across Foundation programs.

Scholarship Program - Administration

- Guide students through the application and acceptance process for our scholarship program, serving high school graduates and current college students
- Manage internal scholarship processes, including maintaining accurate records, processing payments, and preparing and distributing communications through AkoyaGO

- Scholarship data management: creating payment records for each individual scholarship, updating Request Records, and programming awards accurately in the system
- Coordinate awards recognition with donors at area school ceremonies
- Coordinate Scholarship Committee relationships and support the committee through the scholarship selection process
- Maintain and update scholarship criteria and fund descriptions in the grants management system
- Prepare materials for scholarship review committees

Scholarship Program Outreach and Collaboration

- Work with local high schools and community colleges to ensure students are aware of scholarship opportunities and provide guidance on the application process
- Build relationships with local nonprofits to connect students with additional resources that support their academic success and life needs
- Participate in community outreach activities, which may include occasional events outside of normal working hours
- Attend state conferences, sector convenings, and other professional development opportunities
- Attend community, grantee, and donor functions as a Foundation representative, as needed

Database & General Program Support

- Maintain current nonprofit contact information in the Foundation's database
- Support promotion of scholarship and grant opportunities through social media, the Foundation website, and community outreach
- Support data entry and reporting needs related to program outcomes
- Work closely with the Program Officer to help keep Foundation programs on track

Read early. Read often. Early Literacy Program Coordination

- Support RERO program, growing community partnerships and overall program impact
- Facilitate regular RERO partner meetings
- Manage RERO's book inventory
- Track and coordinate book distributions throughout the county
- Track literacy dashboard data

Job Knowledge, Skills, & Abilities

- Commitment to student success and empowerment
- Ability to manage multiple tasks in an environment with short deadlines while maintaining close attention to detail
- Strong interpersonal skills and ability to effectively interact with all staff, board, students, committees, nonprofit partners, media, and the community
- Proficiency with Microsoft Office, Adobe Pro, Survey Monkey, experience with akoyaGO (or other CRM platforms) and other related software programs
- Love of continuous learning
- A collaborative mindset and a team-oriented attitude

Education, Experience & Position Requirements

- An associate's or bachelor's degree is preferred.
- 1–3 years of relevant experience in program support, education, nonprofit work, or administrative coordination
- Relevant lived experience and community connection are equally valued
- Working hours may vary
- Minimal travel may be required
- Participation in community and off-site events after normal business hours may be required

HOW TO APPLY

Skip the traditional cover letter! Instead, respond to all of these prompts.

1. What's interesting to you about this position? How does the position fit into your career goals?
2. Tell us about what community means to you. Cite any relevant examples.
3. Tell us about how you work within a team setting
4. Tell us about your experience working within different software programs, database platforms or any project management experience
5. Describe an instance where you had to learn a skill or process for a project. What was the challenge? How did you figure it out?