**Job Title:**  CFNC State Representative for Spanish Services

**Purpose:**  College Foundation of North Carolina (CFNC) is a state-based nonprofit that helps students and parents plan, apply, and pay for college. We employ two Representatives for Spanish Services that serve the State of North Carolina. The purpose of this remote work-from-home position is to plan and conduct outreach programs in Spanish on subjects related to planning, applying, and paying for college. The CFNC State Representatives for Spanish Services will provide presentations to students, counselors, teachers, administrators, parents, professional organizations, civic clubs, chambers of commerce, etc.

**Essential Functions:**

* Provide assistance to students, parents, educators, community members, service providers, or others who are serving Spanish-speaking populations, helping to prepare for higher education opportunities. Assistance shall include providing presentations in Spanish on financial aid, college access, FAFSA completion, in-state residency, financial literacy, and other CFNC services.
* Assist with the development and implementation of outreach initiatives for Spanish-speaking populations. Research and identify prospective contacts, businesses, schools, and other community representatives to create effective network for CFNC Spanish Services including, but not limited to, communication of information to keep local public informed of higher education services specifically targeted to the Spanish-speaking population in NC, and provided through CFNC.
* Provide information on: CFNC services and content available on the CFNC.org website; financial aid, including FAFSA completion, grants, loans, and other methods of paying for college; career and college admission planning; financial literacy; the NC 529 Plan for college saving; and any other areas relevant to planning, applying, or paying for college.
* Actively participate in social media, news media and outreach efforts designed to promote CFNC and Spanish related services with the approval and request of management. Be available for radio, TV, and other media interviews and programs, videotaping spots to post on CFNC YouTube channel, posting activities and information on individual business CFNC Facebook and Instagram pages, and participating in special events that promote CFNC or the NC 529 Plan.
* Participate in training sessions and assigned reading to keep informed of relevant laws, regulations, and requirements, including laws relevant to Spanish-speaking and immigrant populations and as related to financial aid general procedures and information, scholarship and grant opportunities.
* Utilize contact management software as appropriate to track outreach visits and other contact with NC schools, businesses, and community groups. Prepare reports on activity, marketing strategy, travel schedule, expenses and follow-up in a timely manner.
* Coordinate activities with the other CFNC State Representative for Spanish Services, and assist the SEAA Training and Outreach staff as requested by management. Keep manger informed of your activities and alert manager to additional or new contacts, materials, or other resources that could be useful for Spanish Services outreach.
* Attend conferences/annual meetings for NCASFAA, CACRAO and other guidance workshops, and other professional meetings as assigned.

**Requirements:**

* Fluency in Spanish (both oral and written)
* Bachelor’s Degree from an accredited institution required. Experience in higher education, secondary education, school counseling, outreach, or financial aid field preferred.
* Preferred work-from-home location is west of Greensboro, NC

**Knowledge, Skills, & Abilities:**

* Strong oral and written communication skills, particularly as it pertains to public speaking, training sessions, and written materials.
* Considerable work experience with Microsoft Office products, social media platforms, and Video Conferencing Systems (i.e. WebEx).
* Ability to monitor and analyze outreach activities and provide accurate reports.
* Must have valid driver’s license and acceptable driving record.
* Ability to travel throughout state independently as scheduled, including consecutive days.
* High energy level to set and meet appointments and staff events that require construction of display and long periods of standing and interacting with community members.
* Mobility in entering and exiting places of business for programs and visitation.
* Ability to lift up to 25 lbs.

**Additional Note:** This is a grant funded, seven-year position.

**Hiring Range:** $55,000 - $59,000

Send resume and cover letter outlining your relevant skills and experience to [human.resources@cfi.org](mailto:human.resources@cfi.org). If you have access to a presentation or public speaking engagement that you have given, please include link.