Sunrise County Economic Council

Job Description: Enrollment & Eligibility Assistant, Family Futures Downeast
Employment Category: Full-time Non-Exempt
Starting Salary: $35,000 - $40,000 annually, DOE
Job Location: Machias
Start date: ASAP

SCEC’s mission is to create jobs and prosperity in Washington County, Maine. The Enrollment & Eligibility Assistant furthers this mission by working as part of the Family Futures Downeast (FFD) team to deliver a full program of support and activities focused on increasing family stability and success.

The job duties include:
- Participate in outreach events such as health fairs and family events throughout the year to assist in recruitment of families for the program; coordinate Open House events;
- Review applications, aid with intake and determining family eligibility, and assist with the coordination of participant enrollment with all FFD partner agencies; process applications, test scores, transcripts and other supporting documents for admission; coordinate with staff to conduct interviews with prospective students;
- Enter and update prospective and accepted family information in database systems and Excel spreadsheets, as well as maintain alumni information;
- Coordinate family supports such as textbooks and technology; manage system for purchasing and distribution of gas cards;
- Schedule FFD Advisory Board and committee meetings, prepare Zoom options, compile and distribute board minutes;
- Assist Director with quarterly participant outcomes reports and other evaluation, as needed;
• Assemble monthly attendance records, changes in family benefit eligibility and prepare monthly participant roster for DHHS; Submit gas card and child care report for billing;
• Track, record and acknowledge gifts from donors;
• With partners, organize award celebrations and alumni functions;
• Update social media accounts regularly; maintain student centers on website.

This position’s responsibilities also include:
• Working with participants from diverse social, economic, ethnic, academic and cultural backgrounds, including families with young children living in poverty
• Understanding barriers and challenges facing FFD participants
• Maintain confidentiality of program documents under FERPA and HIPPA
• Supporting a culture of responsiveness and client-focused services
• Occasional evening work
• Performing other duties as assigned by supervisor

The Enrollment & Eligibility Assistant reports to the FFD Director.

Qualifications: Minimum qualifications include an associate’s degree, or work experience can be substituted on a year-for-year basis. At least two (2) years relevant work experience. Good foundation of computer skills, including experience database systems, working knowledge of Excel functions such as creating tables and advanced sorting functions, and proficiency with MS Office. Experience with grants management or other financial reporting desirable. Personal experience with overcoming the barriers facing FFD participants is highly valued.

Application Process: Applicants should submit a cover letter, resume, and three (3) references by email (msloan@sunrisecounty.org) or mail (SCEC; 7 Ames Way; Machias, ME 04654). The deadline for applications is 5:00 pm on Friday, January 24, 2020.

Please call Marsha Sloan at (207) 255-0983 with any questions.

SCEC is an equal opportunity employer