



Outreach & Program Engagement Specialist

FMCC is seeking a full-time Outreach & Program Engagement Specialist. This dynamic role offers the opportunity to represent FMCC to prospective students, families, community organizations, and the broader public. The position supports a range of student support and academic programs, focusing on recruitment and case management for non-traditional adult learners.

Excellent health insurance, benefits, and generous paid time off

Salary: \$46,916 – Additional compensation opportunities available during summer months.

Summary of Duties:

- Assist in the preparation for recruitment and community partnership events as well as career readiness workshops and events including internships and job fairs.
- Assist the BCP Team with establishing a network of business contacts, especially for in-demand occupations, industry training needs, COCAL (Individual Studies) sites and internships in other disciplines.
- Support and coordinate case management, programming, and student success services for participants in student support programs, including DSP and BHWET.
- Responsible for student program recruitment, enrollment, and case management all project participants.
- Advocate for the needs of disadvantaged students within the institution.

Qualifications: Bachelor's degree and related experience with community partnerships and outreach. Experience working with diverse populations of students and/or community members is desired. Demonstrated ability to maintain confidentiality and ability to implement a service program in an efficient and timely manner. Strong written / oral communication and interpersonal skills are needed. Candidates with fluency in Spanish are encouraged to apply.

Interested applicants should provide a cover letter and a resume to outreach@fmcc.edu.

FMCC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran, or disability status. The Civil Rights Compliance Coordinators have been designated to handle inquiries regarding non-discrimination policies and can be contacted at: Human Resources, 2805 State Hwy 67, Johnstown N.Y. 12095 Tel: 518-736-3622 Ext. 8403