



Position Title: Project Recruiter/Advocate

Job Summary: The Migrant Education Regional Recruiter/Advocate is responsible for identifying, recruiting, and supporting eligible migrant children, youth, and families across the Northern Kentucky Migrant Education Program (NKMEP) region. The recruiter serves as a liaison between schools, families, employers, and community organizations.

Key Responsibilities

- Provide overall project coordination to ensure high-quality implementation of grant plans and management of funds for the stated purpose
- Facilitate networks to support increased knowledge and understanding of priority content (regular and migrant)
- Maintain ongoing professional communication with all project participants and partners to ensure successful project progress
- Lead initiatives to ensure goals and objectives are completed on time and within budget
- Ensure lines of supervision and communication are clear and executed across all stakeholders
- Create and maintain data collection as required for reporting
- Maintains accurate records of their employees within the region
- Administer and monitor all aspects of Title I, Part C, Migrant Program with all standalone migrant districts, consortiums and sub-contracted districts.
- Ensures are standalone districts have adequately completed the service delivery plan requirements
- Ensures that all non-standalone districts with Priority for Service (PFS) students receive adequate services, services are documented in the web app, and paperwork is submitted to the regional clerk on time
- Ensures all migrant students receive instructional summer services; coordinate a summer camp with a college or university for middle and high school students
- Performs performance evaluations for all regional employees and provides the Kentucky Department of Education (KDE) copies at their request
- Prepare and submit annual grant applications and amendments for each standalone migrant program
- Travel as required
- Perform related duties as assigned by the Executive Director or designee

Qualifications

- Bachelor's degree
- Experience working with culturally and linguistically diverse populations
- Experience in community outreach, education, family engagement, or social services preferred
- Knowledge of migrant education, multilingual learners, or federal programs preferred
- Ability to communicate effectively with families, schools, and community organizations
- Bi-lingual Spanish and English (*preferred*)
- Valid driver's license and reliable transportation required



Key Competencies

- Ability to build trusting relationships with students, families, and community partners
- Strong communication and interpersonal skills
- Ability to work independently and collaboratively across multiple districts and agencies
- Understanding of culturally responsive and trauma-informed practices
- Ability to maintain accurate records and documentation
- Ability to analyze situations and connect families to appropriate services and supports
- Ability to maintain confidentiality and professionalism
- Flexibility and adaptability in scheduling and service delivery
- Ability to organize, prioritize, and manage multiple responsibilities
- Knowledge of educational and community support systems

Terms of Employment

Reports To and Evaluated by: Executive Director or Designee

Department: Learning and Empowerment

Position Type: Full-time, Exempt

Salary: Based on rank and experience in accordance with NKCES Salary Schedule

Terms of Employment: 240 days (required by the grant)