



K-12 Education Outreach Coordinator Internship

In collaboration with CICAN, Digital Human Library is now seeking an intern candidate for our K-12 Education Outreach Coordinator Internship. This successful candidate will assist us with our outreach and engagement activities in K-12 school districts in the US.

Position	K-12 Education Outreach Coordinator	Hours	30 hrs per week
Salary (per year)	\$31,000 + opportunity to earn commission/bonuses	Location	Work from home
Start	May 16th, 2022	Finish	March 31, 2023 + opportunity for full-time employment after March 2023
Application Deadline	May 6th, 2022	Type	Internship
Eligibility	*Candidates must be under 30 at the start of the internship		

***Please send your resume and cover letter to: leigh.cassell@digitalhumanlibrary.com**

Internship Overview

Coordinators are passionate about making a difference for kids, and provide an outstanding partnership experience for the school districts we serve. Coordinators are responsible for initiating outreach, coordinating presentations and follow up meetings, leading presentations, finalizing contracts, and maintaining ongoing relationships with the districts we serve.

In order to be successful in this role you will need to have previous experience leading outreach and engaging with clients (*preferably in the education market*), a deep understanding of the relationship building process and dynamics, marketing experience, exceptional interpersonal skills, and enjoy working on an innovative and dynamic team!

Indigenous youth, youth living with disabilities and youth living in Northern, rural and remote communities are encouraged to apply. Personalized training will be provided by dHL to all new Team Members.



Knowledge and Skills

- College diploma or Bachelor's degree (*preferred*)
- Growth mindset
- Highly motivated and goal driven (*a proven track record in sales*)
- Ability to build productive professional business relationships
- Demonstrated ability and passion for building bridges between Indigenous and non-indigenous peoples
- An understanding and deep appreciation for Indigenous culture and peoples within Canada and/or globally
- Proficient oral and written communication and collaboration skills
- Strong interpersonal skills and relationship management skills
- Demonstrated ability to work collaboratively on a team
- Proficient time management and organizational skills
- Experience using Hubspot or a comparable CRM (*preferred*)
- Proficiency using G-Suite/ Google Apps (*preferred*)
- Proficiency using at least one video conferencing platform (*preferred*)

Responsibilities

- Establish, develop and maintain positive client relationships with K-12 school districts across Canada
- Engage in high level conversations with senior leadership teams
- Promote services leveraging product knowledge, market trends and district needs
- Reach out and connect with new potential districts by phone, email, and video conference
- Present services to senior level district teams
- Respond to client inquiries/ complaints and expedite the resolution to ensure district satisfaction
- Collaborate with dHL teams to achieve agreed upon goals and outcomes
- Handle order processing with accuracy and timeliness
- Track client relationships and the sales process using Hubspot
- Generate reports on client needs, problems, interests, competitive activities, and potential for new products and services
- Assist in the creation, preparation and distribution of promotional materials
- Provide support to districts as needed
- Continuously improve through feedback

Opportunities

- Join a dynamic team of innovators making positive world change in education
- Meet and connect with extraordinary industry leaders from across Canada
- Expand your personal and professional network
- Become part of a passionate, enthusiastic dHL family and help bring people together to make a difference for kids