

Job Title: Community Engagement Coordinator**Organization:** Mississippi Council on Economic Education (MCEE)**Location:** Based in Mississippi; 50% or more travel required statewide**Reports to:** President, MCEE**Employment Type:** Full-Time, Exempt funded by a grant guaranteed through September 2026 with options to renew for five years dependent upon funding

Position Summary:

The Community Engagement Coordinator is a vital member of the Mississippi Council on Economic Education team, responsible for implementing and supporting high-impact community-based financial literacy programs. The Coordinator will lead efforts to organize and deliver the **Stock Market Game** and **Danny Dollar Academy** in after-school settings, plan and facilitate **Family Financial Fun Nights**, and coordinate the **Invest in Girls** initiative across the state. Responsibilities include location selection, recruitment of industry professionals as volunteers, delivering educator professional development, data analysis and extensive monthly reporting. This role requires extensive in-state travel (50% or more) and the ability to work with diverse stakeholders to expand MCEE's reach and impact.

Key Responsibilities:

- **Program Planning & Implementation:**
 - Organize and deliver the Stock Market Game and Danny Dollar Academy in after-school programs.
 - Plan and facilitate Family Financial Fun Nights in collaboration with community partners.
 - Coordinate the Invest in Girls initiative, including:
 - Determining appropriate program sites across Mississippi.
 - Recruiting and engaging female professionals from the finance industry to serve as guest speakers, mentors, or panelists.
 - Overseeing event logistics and student engagement activities tailored to high school girls.
- **Community Engagement & Recruitment:**

- Recruit participants, educators, schools, and volunteers for Family Financial Fun Nights and after-school initiatives.
- Cultivate partnerships with schools, after-school programs, youth organizations, and community groups.
- Build a network of financial professionals to support student learning and engagement through programs like Invest in Girls.
- **Facilitation & Training:**
 - Facilitate interactive, engaging Family Financial Fun Nights and student-focused programs statewide.
 - Provide professional development for after-school educators in personal finance education and effective program delivery.
- **Data Management & Reporting:**
 - Collect, manage, and analyze participant data for all community programs.
 - Prepare program evaluations, success metrics, and impact reports for internal use and funder reporting.
- **Collaboration & Communication:**
 - Represent MCEE in public forums, conferences, and community outreach events.
 - Maintain regular communication with MCEE staff, educators, and stakeholders to ensure alignment and program quality.

Qualifications:

- Bachelor's degree in education, communications, public affairs, business, economics, or related field (Master's preferred).
- Minimum of 2 years' experience in education, community outreach, or nonprofit program management.
- Strong presentation, organizational, and interpersonal skills.
- Ability to plan events, recruit volunteers, and work effectively with diverse groups.
- Proficiency with Microsoft Office and data collection tools.

- Valid driver's license with reliable transportation and willingness to travel frequently and work evening events.

Preferred Qualifications:

- Knowledge of financial literacy, economics, and entrepreneurship education.
- Experience working with youth and community organizations.
- Experience recruiting volunteers or working with professionals in the finance industry.

Benefits:

Health Insurance, dental insurance, 401k match \$1 for \$1 up to 4% of salary, generous leave and holidays, and ability to work remotely.

The position is tentatively starting in January 2026 (dependent on signed contract for funding). Interested parties should email their resume to swartsc@millsaps.edu no later than 1/9/26. No phone calls, please.

Green - Student programs only
Pink - Family Financial Fun Night only
Gray - Both Student program and FFFN

