



Outreach Manager

The anticipated start date for this position is July 13, 2026.

The Parent Encouragement Program (PEP) seeks an energetic and collaborative candidate to join the PEP team as its Outreach Manager. This is an exciting opportunity to work with a highly regarded and growing nonprofit organization.

PEP is dedicated to helping parents and caregivers build strong and harmonious family relationships so that children grow up in a supportive environment fostering the critical values of respect, cooperation, responsibility, and competence. Learn more about us at PEPparent.org.

Responsibilities and Duties

Reporting to the Associate Director, the Outreach Manager is responsible for promoting the PEP Family Resiliency Program and other programs to local schools and the community.

- Participate and manage outreach and recruitment events at schools and community events. This includes preparing for and attending local school events, back to school nights, and mental health fairs.
- Help develop and nurture relationships with schools, community groups, and supporters to increase participation in PEP Family Resiliency Program (PEP-FRP) and other programs.
- Create marketing materials and procure marketing collateral for outreach events.
- Manage on-site marketing and logistics of in-person PEP events.
- Provide customer service support in response to community partners and schools.
- Maintain accurate records for community outreach efforts and results.
- Research and recommend events, fairs, and other community engagement activities in which PEP could have presence.
- Hire, train, and manage part-time seasonal outreach staff.
- Performs other related duties as necessary.

Qualifications

- Spanish fluency and professional working fluency in English strongly preferred.
- Bachelor's degree or equivalent professional experience.
- Strong presentation and communication skills and excellent attention to detail.
- Strong knowledge of Word, Excel, and Zoom. Google Suite/Docs and Canva are a plus. Candidates will partake in a Word and Excel skills assessment.
- Highly organized and proficient at managing multiple projects at a time.
- Ability to be a self-starter and work independently

- Ability to work within a team and collaborate with others.
- Ability to work a flexible schedule.
- Ability to drive (must possess a valid driver's license and insurance) and have consistent access to a vehicle.
- Shows a positive, open-minded, and collaborative approach, working effectively toward shared goals while valuing opportunities to learn from others.

Schedule/Other

- PEP operates on a hybrid model: 1x in PEP's Kensington, MD office per week, with the other days worked remotely.
- Given the nature of this role, the Outreach Manager is expected to conduct off-site activities at schools, events, and other locations 1 to 3 times per week in support of promotional and outreach efforts. Standard office hours are Monday through Friday, 9am-5pm (40-hour work week); however, occasional evening and weekend availability is required.
- PEP offers schedule flexibility to support both business and employee needs.
- Work hours may occasionally vary outside of a standard 9-to-5 schedule, and employees are expected to communicate any changes with their supervisor in advance.
- Attendance is required for 2x monthly, in-person staff meetings and other special company-wide events (4-6 per year).

Salary and Benefits

- Compensation: \$60,000-\$65,000
- Benefits include paid time off for vacation, personal days and federal holidays, health insurance, and free access to PEP programs.
- PEP is a family-friendly work environment.

Travel

The Outreach Manager is expected to travel around the area (Montgomery County and Frederick County) for presentations and participation in school events. Mileage reimbursement provided.

Work Environment/Physical Demands

Work is performed in a combination of office, remote, and community-based settings. The role requires the ability to operate standard office equipment and perform physical tasks associated with event coordination, including lifting and carrying materials, setting up and breaking down displays, walking short distances, climbing stairs, and driving to event locations.

How to Apply

Please submit a cover letter explaining your interest in this position, along with your resume. Send to: jobs@PEPparent.org. Review of applications will begin immediately and continue until the position is filled.