

**Position:** Community Outreach & Engagement Coordinator

**Reports to:** Community Outreach and Engagement Manager

**Purpose of Position:** To support and track community outreach and engagement strategy designed to build and strengthen the CCR&R Network's role. Assist in monitor day-to-day activities to ensure goals and objectives are met; and enhance community/business partnerships.

**Status:** Non-Exempt

**Salary Range:** \$38,000 - \$50,000

## Duties and Responsibilities

### Partner in a variety of activities that focus on solutions regarding child care needs in communities:

- Engage in a variety of meetings/workgroups/coalitions to address child care needs.
- Cultivate relationships and partnerships with community partners, businesses and early childhood agencies to elevate the needs of young children and child care providers.
- Develop authentic partnerships with a variety of early childhood partnerships to co-design solutions to increase the availability and quality of child care.
- Through partnerships, utilize current research and resources related to family-friendly practices.

### Monitor and provide support for regional community engagement including, but limited to:

- Assist with development and organizational of organize outreach materials
- Participate in conference calls, webinars, and/or emails that promote learning and engagement with new reports, materials and research.
- Oversee, track and report on the contract deliverables regarding community outreach and engagement (in partnership with other team members working on this contract)

### Oversee community outreach and engagement guidelines, processes and procedures:

- Update and organize resource hub outreach materials.
- Assist with development of process to assess readiness and identify community partnerships to initiate.
- Local stakeholder quarter engagement and messaging

### Complete and submit reports

- Track and report on the outcomes, outputs and other activities regarding community outreach and engagement.
- Analyze data and data trends for reporting, new publications and program enhancements.
- Complete required Child Care Aware of Kansas employee reports and duties in accordance with agency policies.
  - Monthly credit card report
  - Monthly car report
  - Monthly employee expenses report
  - Monthly car maintenance

**Miscellaneous duties include:**

- Create, facilitate and conduct presentations to a variety of individuals necessary to promote and inform others about the work of Child Care Aware® of Kansas & the CCR&Rs.

**Participate in (as determined by annual budget) annual professional development to keep current with trends, best practice and research in the field of early childhood.**

- Use knowledge and skills gained through professional development to expand and/or enhance services provided by Child Care Aware® of Kansas.

**Education:**

- Bachelor’s Degree in communications, marketing, business, early childhood/child development with at least 2 years related work experience OR
- Associate Degree in Early Childhood/Child Development (or a related human services field) with 4 related years’ experience.

**Experience:**

- Experience in nonprofit environment preferred.

**Special Knowledge and Skills:**

- Proficient using Microsoft Word, Excel, and Access, including creating and editing documents, and spreadsheets.
- Work well with the public and with a diverse client population.
- Ability to edit documents for content, clarity and consistency.
- Ability to work independently in a fast-paced environment.
- Ability to complete projects in a timely manner and to multi-task.

**Miscellaneous Requirements:**

- Treat information on clients (individual people and organizations), staff and Board members in a confidential manner.
- Willingness to work flexible hours, including overnight travel.
- Valid Kansas driver’s license

**Disclaimer**

The statements herein are intended to describe the general nature and level of work performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.