

Position:	Community Outreach & Engagement Coordinator
Reports to:	Community Outreach and Engagement Senior Program Manager
Purpose of Position:	The Community Outreach and Engagement Coordinator partner with communities in building childcare capacity by providing outreach, technical assistance, assist in developing partnerships, offering community workshops and conducting community needs assessments.
Status:	Non-Exempt
Salary Range:	\$40,000-\$50,000
Remote in Kansas	Preferred candidates reside in Western Kansas

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.
- Partner with community child care task force to implement the Child Care Aware of Kansas Building Child Care Capacity project.
- Through partnerships, utilize current research and resources related to family-friendly practices.
- Ensure all community engagement work is documented in WorkLife System to allow accurate tracking and reporting of contract deliverables regarding community outreach and engagement (in partnership with other team members working on this contract)

Provide support for community engagement including, but limited to:

- Assist with development and organizing of outreach materials
- Participate in conference calls, webinars, and/or new reports that promote updated research on building child care capacity in communities.

Participates in a variety of meetings to ensure communication and task are completed and:

- Participate in staff meetings
- Participate in a variety of meetings, workgroups, coalitions and committees to advance programs and support early childhood system building.
- Engage in and/or co-lead a variety regular and specialty team meetings, including sharing out at internal Child Care Aware of Kansas meetings.

Complete required Child Care Aware of Kansas employee reports and duties in accordance with agency policies, including:

- Monthly Credit card report, employee expenses report, ADP timesheets, vehicle use report, etc.
- Quarterly Child Care Aware of Kansas Board report.

- 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

EEO Statement

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender

Together, we can do better. Child Care Aware of Kansas is committed to:

- Creating a diverse environment and is proud to be an equal opportunity employer.
-
-

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.

Employee Printed Name

Employee Signature

Date

HR

Date