

PARTNERSHIP FOR CHILDREN OF JOHNSTON CO., INC.

Position: Community Outreach Coordinator **Reports To:** Community Engagement Manager
Classification: **Department:** Outreach
Effective Date: 8/1/2021 **Salary Grade:**

Primary Objective:

The Community Outreach Coordinator will promote the importance of building and sustaining an affordable, comprehensive, high-quality system of early learning education (birth to five) in helping to ensure success in school and life in addition to promoting Partnership activities to inform families and the community at large of available community services and resources.

Essential Duties and Responsibilities:

- Coordination and execution of a robust community relations and outreach strategy
- Design and implement community outreach opportunities, experiences and initiatives, including special education and awareness events, community conversations, focus groups, family-centered events, community or civic presentations, and participation in outreach efforts to specifically target and engage Latino communities.
- Create and distribute resource materials such as educational brochures, and community event flyers; development and maintenance of website and other social media outlets; media releases and online newsletters.
- Develop and maintain website, ensuring accurate and up-to-date information is available to the community.
- Develop and maintain social media accounts
- Prepare quarterly Partnership Newsletters.
- Provide support for Fund Development and Community Collaborations activities
- Act as liaison between the Partnership, the Chambers of Commerce and other community agencies

Education and Experience:

- Bachelor's Degree in Marketing, Public Relations, Communications or related field. (Master's Preferred) plus three years of relevant experience. A combination of education and experience may be considered.

Knowledge and Abilities:

- Outstanding interpersonal skills and ability to communicate with individuals from diverse backgrounds
- Strong commitment to improving the lives of young children and their families
- Effective written and oral communications skills

- Maintain a high quality of work by holding self-accountable to a high standard of productivity, accuracy and thoroughness.
- Proficiency in Microsoft Publisher, PowerPoint, Canva and social media platforms
- Ability to explain and interpret legislation, rules, policies and procedures
- Ability to demonstrate initiative and personal integrity in work conduct.
- Ability to work collaboratively with others from diverse backgrounds, as part of a team, to achieve common goals and objectives.
- Flexibility in accepting job related tasks as agency needs arise
- Flexibility of schedule for possible nights and weekends
- Fluency in Spanish strongly preferred

ADA

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, and repetitive motions. Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and /or up to 10 pounds of force constantly to move objects. Must possess the visual acuity to prepare and analyze data and figures, perform accounting duties, operate a computer terminal and do extensive reading.