



Connect. Inspire. Engage. Act.

Parent and Community Outreach Coordinator Job Description

*Coconino Coalition for Children & Youth Mission:
To provide leadership in developing community-wide strategies
that enhance the well-being of children and youth in Coconino County.*

The Parent and Community Outreach Coordinator is responsible for the following:

- Upholding the mission, vision, and values of the CCC&Y
- Coordinating with other agencies, organizations, and individuals to carry out the goals of the Coconino County Parent and Community Outreach Project
- Demonstrating knowledge and application of current issues impacting children and youth, specifically around education
- Developing and disseminating promotional materials and resources on current issues impacting education
- Recruiting rural community members to engage and act on current issues
- Monitoring progress of grant objectives
- Reporting to the CCC&Y Executive Director, the CCC&Y Board of Directors, and the County Superintendent on the progress of the project, mobilization efforts, and recommendations toward a more successful project
- Fulfill the project objectives by:
 - Increasing knowledge and information to parents and community members specific to policies which impact educational resources, educational programs, and educational institutions in Arizona
 - Building and maintaining an accurate, county-wide contact list for effective communication on current issues
 - Researching, collecting, maintaining and distributing current statistics and information on education and education policies, and the impacts these policies may have on student achievement and student success
 - Increase parent engagement and involvement in policy change at the local and state level
 - Increase access to current, correct information through effective communication with constituents, parents, community members, and educational institutions using social media, email, and the website
 - Create and distribute approachable written materials and fact sheets outlining important statistics and impacts around educational issues
 - Provide learning and engaging opportunities for parents and education advocates to gain skills through trainings, workshops or community meetings
- Maintaining and tracking finances by:
 - Monitoring expenses and revenues for the project

- Tracking, collecting, and submitting receipts
- Providing financial reports and time cards to the Executive Director
- Conducting community outreach by:
 - Representing the CCC&Y at community meetings and events
 - Traveling to communities outside of Flagstaff that require ongoing communication and relationship building
 - Researching and evaluating community strengths and needs, continually changing and adjusting services and supports to address changes
 - Conducting needs assessments and community surveys, tracking and analyzing results in a database
 - Publicizing training opportunities using on site resources in rural communities
 - Taking an active leadership role in motivating and guiding community agencies to recognize the shortfalls in Arizona's education system and how they can actively engage and participate in making change

Minimum Qualifications:

- Basic computer skills, word, excel, powerpoint etc.
- Social media skills and experience with social media marketing
- Community program management and implementation experience in related field
- Knowledge or history of working with non-profits
- Ability to work with people from diverse backgrounds and cultures
- Experience with public speaking and workshop facilitation
- Excellent participatory leadership skills
- Ability to manage multiple priorities
- Strong organizational skills
- Excellent verbal and written communication
- Knowledge of organizational development and capacity building
- Reliable transportation, an Arizona driver's license, a clean driving record, and the ability to travel
- Ability to pass a criminal background check

Educational Requirements:

- A Bachelor's Degree or equivalent work experience and knowledge as outlined in this discussion or a combination of these qualifications which can be verified with references, professors, instructors, and/or previous employers. Preference given to degrees in education, early childhood education, or other education related field.

Compensation:

This position is grant funded through September 1 of 2015 and dependent upon future grant awards. The position requires 19 hours a week at \$15.00 an hour, is non-exempt, and currently non-benefit eligible. CCC&Y is working to secure additional funding to support a full time, benefits eligible Parent and Community Outreach Coordinator.

Additional Information:

The position will require some weekend and evening hours.

In addition to a clean driving record, you will need to provide a copy of your current automobile insurance.

A rental car is an option for out of Flagstaff area travel. In the event that you use your own vehicle for work related travel, you will be reimbursed the standard mileage of .445 cents per mile. A mileage log must be completed and submitted before reimbursement can be issued.

Please see the CCC&Y Vehicle Use Policy for more information. CCC&Y's hired and non-owned liability coverage is in excess over your personal insurance policy. Your policy is the primary policy for your automobile since the vehicle is titled in your name and since CCC&Y does not have any financial interest in your vehicle.

Please send a resume, previous employer contact information, and three references by Friday, November 7th to:

CCC&Y – CCPHSD 2nd Floor
Attention: Ruth Ellen Elinski
2625 North King Street
Flagstaff, Arizona 86004

Or email to

ruthellen@coconinokids.org

For more information on CCC&Y, visit www.coconinokids.org