

## **COMMUNITY OUTREACH DIRECTOR**

First Things First (Arizona Early Childhood Development and Health Board) is a public agency and one of the critical state partners in creating a child and family-centered, comprehensive, collaborative and high-quality early childhood system that supports the development, health and early education of all Arizona's children. Created by voter initiative in 2006, First Things First operates through a surcharge on tobacco products. Governed by a state Board with 28 regional partnership councils, First Things First is a decentralized organization that engages diverse constituencies to accomplish its mission. Organizational values include a focus on accountability, transparency, coordination, collaboration and on the outcomes that will ensure young children start kindergarten healthy and ready to succeed in school and in life.

### **Job Summary:**

The Community Outreach Director works to achieve the priority goals of First Things First community outreach, awareness and engagement efforts. Primary areas of responsibility include coordinating and overseeing the work of 6-9 Community Outreach Coordinators stationed in regional offices across Arizona. The Community Outreach Director recommends, develops and implements community awareness and outreach goals, strategies and benchmarks.

### **Distinguishing Characteristics:**

The ideal candidate will enthusiastically support the vision and mission of First Things First and possess the personal qualities of integrity and credibility. She/he will have the proven ability to work within teams to accomplish multiple tasks and keep multiple projects organized and progressing. She/he will have a proven track record of leadership and exemplary oral and written communications skills.

### **Typical Duties and Responsibilities:**

Under the guidance of the Senior Director of Community Outreach:

- Manage, train, and coach Community Outreach Coordinators stationed in FTF regional offices across the state. Coordinators are responsible for community outreach and awareness in a distinct geographical region and with articulated outreach goals. This Director would directly supervise Coordinators who work primarily in tribal communities and rural regions of the state.
- Provide strategic leadership on general best practices in community outreach and engagement; including the value of consistent messaging and the return-on-investment of differing public relations techniques.
- Work cross-divisionally to ensure outreach strategies are reflective of the needs and assets of local communities.
- Contribute to the planning and implementation of coordinated community outreach and engagement efforts which are aligned with an integrated strategic communications plan.
- Provide technical support to local Regional Councils and assigned Community Outreach Coordinators and respective Regional Directors to assist in the creation and implementation of regional implementation plans.

- Travel within the regional areas of FTF to meet with staff, councils and grantees.
- Other duties as assigned.

**Qualifications:**

- Demonstrated success in effectively leading and developing staff; capacity to develop and empower team members and set them up for success in achieving individual and collective goals.
- Strong team leadership, organizational, management and supervisory skills.
- Exhibit highly-developed interpersonal relations and communications skills, able to effectively articulate and rally support for program goals.
- Proven track record in reaching goals in community outreach, communications or related field.
- Knowledge and prior experience in public presentations and training.
- Excellent written and verbal communication skills.
- Agility and capability to work within a fast-moving environment; demonstrated resourcefulness in setting priorities.
- Technical skills that ensure effective use of computer hardware and software and other communication devices.
- B. A. preferred with a background in public relations, marketing, communications or related field.

Review of resumes will begin November 6, 2020 and continue until the position is filled. For consideration, please submit cover letter, comprehensive resume and three professional references to:

<https://azstatejobs.azdoa.gov/>

**Job ID # 59589**

In the AZ State Personnel System, the position is classified as a Grade 23 and has a hiring salary range of \$60,000 to \$65,000. The position is not covered under the State of Arizona Merit system rules. The State of Arizona offers an outstanding comprehensive benefits package.

Arizona State Government is an EOE/ADA Reasonable Accommodation Employer. During all phases of the selection process, people with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting FTF's Human Resources Office via e-mail at [HR@firstthingsfirst.org](mailto:HR@firstthingsfirst.org).