



JOB POSTING ANNOUNCEMENT: PARK COUNTY EARLY CHILDHOOD COALITION COORDINATOR

Position Vacancy Announcement

Position Title: Early Childhood Coalition Coordinator

The City of Livingston, in partnership with the Park County Community Foundation and the Early Childhood Coalition Guiding Council, is recruiting for the position of Early Childhood Coalition Coordinator. In this grant funded part time position you will be responsible for the administration and enhancement of the activities of the Early Childhood Coalition which focuses on development of resources and interventions to provide excellent foundations for early childhood development (Birth to 8) in Livingston and across Park County.

The Coordinator will provide network development and outreach services to families in the areas of nutrition, health care access, health and wellness, access to child care, literacy, reading and school readiness. This position serves as a key community resource and must be proficient in relationship building, facilitation, networking and aligning core values to community need.

Preferred Qualifications include:

1. Bachelor's degree in education, childhood development, nonprofit management, human services, social work, social sciences, family and consumer science or other closely related field
2. Demonstrated knowledge of regional issues, community resources, family dynamics and early childhood education current climate, challenges and disparities
3. Strong leadership, project management, organization, communication and facilitation skills
4. Proficiency in Public Speaking, writing and marketing communications
5. Ability to work with diverse populations, multitask and interact with others in a professional, collaborative and compassionate manner
6. Knowledge of Trauma Informed Care models highly preferred
7. Knowledge of Foundational Language and Literacy Skill Development is desired
8. Intermediate proficiency in Microsoft Word, Excel and Outlook

Salary and Benefits: This is part time salaried position (up to 30 hours per week) with a salary range of \$23,500-30,000 depending on experience and qualifications. Schedule is flexible to meet the needs of the deliverables required. Benefits include generous stipend towards health insurance, holiday, sick and vacation time as well as participation the PERS Retirement System. *Please note this position is grant funded.*

A resume and cover letter detailing your interest and qualifications for this position should be sent via email to the attention of: Lisa Lowy, Administrative Services and HR Director at HR@livingstonmontana.org.

Applications will be reviewed as they are received and qualified applications will be contacted for immediate interviews.



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Classification of Position

Position Title: Early Childhood Coalition Coordinator

Position Type: Part Time, Regular, Benefit eligible (pro-rated basis)

FSLA Status: TBD

Bargaining: Not covered by a Collective Bargaining Agreement

Funding: Grant Funded with possible General Fund contribution

Department: Administrative Services Department

Reporting: Administrative Services Director

Position Summary and Characteristics

The Early Childhood Coalition Coordinator works closely with community leaders and organizations to enhance and advance the early childhood development efforts throughout all of Park County in keeping with goals and direction from the Early Childhood Coalition Guiding Council. This position has a high degree of autonomy but maintains reporting relationships to the Administrative Services Director with added guidance and direction from the Early Childhood Coalition Guiding Council.

Key Accountabilities and Deliverables

The Early Childhood Coalition Coordinator will focus efforts in keeping with goals from the Guiding Council in the following key areas of accountability:

Coalition Alignment and Membership Support

1. Coordinate and facilitate meetings of PCECC program committees (including agendas reminders and meeting minute preparation)
2. Manage tasks and ensure program committees are accountable to complete work as required in assignments, grants and community deliverables and commitments
3. Coordinate recruitment of coalition members with guidance from Guiding Council and Administrative Services Director
4. Monitor and report membership and committee alignment as required or requested
5. Provide orientation of new coalition members in an organized structured manner
6. Develop, nurture and sustain all coalition member relationships, key community organizations and future potential partners
7. Create, maintain, post and distribute as needed or requested all materials related to the Coalition activities, membership lists, events, trainings, community outreach and meetings



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Reporting and Marketing

1. Monitor, track and document Coalition activities as requested and / or required by Grantors, Coalition Members, Guiding Council or Administrative Services Director
2. Track all expenses related to operational activities to remain in budget
3. Maintain and manage all marketing efforts and content to include social media platforms

General Responsibilities and Deliverables

1. Maintain clear and direct communication with the Administrative Services Director and Guiding Council in all aspects of program operations
2. Develop plan for allocation of resources and direction of efforts with Administrative Services Director, Guiding Council and other entities as needed
3. Research grant funding opportunities for program enhancement or expansion, facilitate and complete grant applications
4. Maintain and manage program budgets, grant administration requirements and meet deadlines for grant submissions
5. Event planning
6. Other duties as assigned

Preferred Qualifications

9. Bachelor's degree in education, childhood development, nonprofit management, human services, social work, social sciences, family and consumer science or other closely related field
10. Demonstrated knowledge of regional issues, community resources, family dynamics and early childhood education current climate, challenges and disparities
11. Strong leadership, project management, organization, communication and facilitation skills
12. Proficiency in Public Speaking, writing and marketing communications
13. Ability to work with diverse populations, multitask and interact with others in a professional, collaborative and compassionate manner
14. Knowledge of Trauma Informed Care models highly preferred
15. Knowledge of Foundational Language and Literacy Skill Development is desired
16. Intermediate proficiency in Microsoft Word, Excel and Outlook

Work Environment

Most work is completed in an indoor office setting with minimal lifting, twisting, bending or physical activity. Occasional lifting of between 10-20 pounds may be indicated. May frequently utilize office equipment such as a computer, copier, fax, scanner, laminator, calculator, varied software and online internet based tools.