# DOWN EAST PARTNERSHIP FOR CHILDREN

# POSITION: Ready Communities Specialist

REPORTS TO: Ready Communities Coordinator

CLASSIFICATION: Non-Exempt

HOURS PER WEEK: 40 Hours

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRIMARY PURPOSE:

Identify and facilitate training for local leadership to support quality early education and family support programs, SNAP-ED, advocacy and health through grade 3. This position is responsible for establishing and maintaining community outreach via educational forums, supporting the Latino and Hispanic Outreach Committee, and supporting the School Community teams and other community/neighborhood groups and agencies. This position will oversee the coordination of the Faith-Based Initiative, the Latino & Hispanic Outreach Committee, coordinate, implement and support Faithful Families, assist with community partners for School Community Teams, outreach programs, assist with Community Fellows as needed and identify volunteers for community-based action based upon DEPC’s mission and goals and.

ABILITIES NEEDED:

* Excellent verbal and written communication
* Excellent organizational & time management skills
* Attention to detail
* Able to multi-task
* Adaptable to change
* Work independently/Self Starter
* Building/maintaining relationships with community groups/agencies including the faith community
* Work as part of a team (inclusive of Ready Schools, HKC, and Ready Communities)
* Strength-based approach for working with families, communities and service providers
* Culturally sensitive practices
* Mobilize and facilitate diverse groups of people
* Work with multiple levels of staff and with cross stakeholder collaboration
* Public Speaking proficiency
* Computer proficiency/social media proficiency

READY COMMUNITIES SPECIALIST

Page 2

WORK EXPERIENCE REQUIREMENTS:

* At least (2) years’ experience in adult education, human service or related field.
* At least two years of community-based experience
* Must hold a 4 year degree
* Planning, coordinating and hosting events such as trainings, meetings, workshops, or conferences
* Supporting Expos, and Community Health and Literacy Events

ESSENTIAL RESPONSIBILITIES:

Program Management

* Help plan and assist with canvassing for subsidy and NC PreK/Kindergarten
* Identify targeted agencies, businesses, groups, civic organizations, providers, higher education and individuals to engage and solicit potential volunteers and partners for DEPC initiatives
* Oversee the Faith-Based Initiative: Recruit and engage diverse faith-based partners in DEPC Initiatives to include SNAP-ED, School Community Teams, and faith-based educational forums
* Facilitate the Latino & Hispanic Outreach Committee and connect members to community-based action/resources around the health, early care, and family support systems
* Assist with the Community Fellows 10 Week Leadership Program
* Maintain communication with community-based volunteers to keep DEPC abreast of community opportunities and to inform volunteers of DEPC initiatives, events, etc.
* Assist HKC Specialist with F.I.T (Families Involved Together and refer community members to HKC Specialist to engage the community in health initiatives that improve nutrition and physical learning.
* Maintain/facilitate/support health initiatives in Snap-Ed such as Faithful Families, Summer Feeding/Summer Learning, etc.
* Assist Ready Communities Coordinator in marketing and building the capacity of the Ready Communities plan

Other

* Complete monthly, quarterly and year end reports
* Work closely with the Evaluation Specialist, Program Manager & Ready Community Coordinator to ensure a quality evaluation process
* Represent DEPC in meetings and activities/expos related to the Ready Communities/Ready Schools and other DEPC programs
* Attend DEPC staff meetings
* Participate as a member of designated community committees as requested by supervisor or DEPC management
* Responsible and accountable to the Ready Communities Coordinator for day to day activities and other duties as deemed appropriate by the Executive Director and the Research and Development Director
* Flexible schedule; may require some nights and weekends

EDUCATION:

* Bachelor’s degree in social work, education, human service or related field, or an equivalent combination of education and experience.
* Valid driver’s license

PHYSICAL REQUIREMENTS:

* While performing this job the employee is:
  + Frequently required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands or arms; and talk or hear
  + Periodically required to stand; walk, stoop or kneel
  + Occasionally required to lift up to 35 pounds
* Specific vision abilities required by this job include: close vision and the ability to adjust focus to operate the computer.
* The position also requires the ability to periodically work under time pressure.