JOB DESCRIPTION
(Grants and Communications Department)

Position: Community Outreach Coordinator
Reports to: Director of Grants & Communications (DGC)
Wage & Hour Status: Non-Exempt, Full-Time

Purpose: The Community Outreach Coordinator of the Early Learning Coalition of Seminole (Coalition) is primarily responsible for developing, coordinating, and implementing community outreach activities and initiatives, as well as the ELC's volunteer program in collaboration with community partners. This person will work closely with the Director of Grants & Communications in addition to other departments to ensure that community outreach opportunities are always adequately staffed with well-trained volunteers. They will build a volunteer team and develop opportunities for volunteers to support early learning in Seminole County. This position will support all domains of early learning in addition to performing a variety of skilled communications, administrative and clerical duties including database management, preparing regular correspondence and program-related event coordination.

(This job description may not be all-inclusive, and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and obligations may be modified when deemed appropriate by management.)

Functions and Responsibilities:

- Communicate and share outreach initiatives with the Coalition's network and Seminole County communities. Superior written and verbal communication skills are expected.
- Recruit, manage, train and support volunteer force. Manage documentation of volunteer hours.
- Ability to maintain and track records for all volunteers.
- Plan and coordinate volunteer orientations and trainings.
- Maintain and update volunteers as well as program site schedules.
- Develop, promote, and sustain early learning programs as well as screenings at potential partner sites.
- Effectively coordinate/manage program resources.
- May be responsible for implementing and scheduling community events.
- Perform community outreach initiatives to promote all domains of early learning, which can include public speaking and attending community networking functions.
- Assist with media (including digital) and public relations in an effort to further the Coalition’s mission and promote its initiatives as well as its brand within the community.
- Work flexible hours and travel.
- Develop, promote, and maintain a wide range of volunteer opportunities with an emphasis on community outreach; literacy initiatives; vision and hearing screenings; STEAM projects and social and emotional development.
- Help to revise and keep volunteer training manual and orientation up to date. Inform volunteers of Coalition policies, procedures, and standards of volunteer service. Ensure that all volunteers have appropriate releases and background screenings applicable to assignments.
- Develop active recruitment campaign to secure qualified volunteer applicants.
- Collaborate with early learning content experts to design and implement new and ongoing volunteer programs.
- High accountability for deadlines.
- Demonstrated ability to interact with decision-makers and promote expanded corporate engagement.
- Review volunteer applicant(s’) qualifications/interests and conducts necessary training.
- Ability to secure sensitive information and follow proper procedures set forth by the Coalition.
- Review and observe work activities of volunteers to evaluate performance.
- Design and support implementation of volunteer recognition and appreciation.
- Assist Director of Grants & Communications with outreach initiatives, community event engagement, and event coordination including the ELC of Seminole’s annual Provider Appreciation.
- Collaboratively with Child Development, Early Education, and Special Projects Department staff in addition to other individuals providing support and training to volunteers.
- Attend all meetings/in-service training, community outreach, and Coalition sponsored events, including evenings and weekends, as needed.
- Responsible to maintain certifications and trainings, as identified by the Coalition and the Division of Early Learning.
- Ability to organize and coordinate projects, set priorities, meet deadlines, and follow-up on assignments with little or no supervision.
- Collaboratively work and foster teamwork among cross-functional teams.
- Ability to effectively communicate sensitive information and exercise sound judgment.
- Strong ability to work and communicate with people from various multi-cultural backgrounds and socioeconomic levels.
- Strong ability to problem-solve and deal with a variety of variables.
- Proficient to excellent computer skills in various common programs and platforms, including but not limited to: Social media platforms; Graphic design; Microsoft Office; spreadsheets; (traditional and automated) email Communication, donor management tools/platforms, and Marketing automation.
- Other duties as assigned.

**Education and Experience Requirements:**
- Minimum one-year experience working in community outreach and/or volunteer recruitment and coordination.
- Bachelor’s degree from an accredited college or university preferred.
- Work experience in early childhood education and/or working with low-income and at-risk populations, is a plus.
- Experience with event coordination is preferred.
- Must be willing to travel within and out of Seminole County to perform required tasks -- providing your own means of reliable transportation. Must have a valid Florida Driver’s License, a good driving record, and automobile insurance when your personal vehicle would be used for travel.
- Bilingual: Ability to communicate in English and Spanish (both written and verbally), is a plus.

**Professional Conduct:**
- Responsible for reporting immediately to the management of any suspected fraud, misrepresentation, any irregularity and suspected irregularity involving employees as well as families served through School Readiness/Voluntary Pre-K, Providers, Contractors and any other parties with a business relationship, direct or indirect, with the Coalition.
- Protect the confidentiality of child, family, and provider validating the information on records prior discussing any information related to their files.
- Responsible for reporting to the Florida Abuse Hotline when know or have reasonable cause to suspect that a child or a vulnerable adult has been abused, abandoned, neglected, or exploited. By Telephone 1-800-96ABUSE - 800-962-2873.
- Adhere to the policies and procedures of the Coalition while maintaining elevated levels of confidentiality and discretion.
• Attend work consistently and punctually, according to Coalition policy.
• Adhere to dress code.
• Contribute positively to the work environment by supporting innovative ideas and changes, when applicable.
• Always represent the Coalition professionally.
• Demonstrate high standards of integrity, accountability, and service as defined by the values of the Coalition.
• Work cooperatively with both internal and external stakeholders at all time.
• Interpret and effectively communicate Coalition policies verbally and in writing.
• Ensure that all information of a confidential nature is held in a secure and confidential method.
• Complete all reports in a timely and comprehensive manner, as required.
• Ensure consistency and proper use of OCA codes for federal, state, Coalition, and others report.

Background Checks:
Employment in this position is contingent upon obtaining and maintaining satisfactory:

- Level II Background Check
- Drug Test
- E-Verify
- Educational Verification
- Possession of a valid Florida driver’s license; and
- Ability to maintain Florida driver’s license throughout employment is required.

Essential Physical Requirements:
While performing duties of this job the employee is regularly required to sit for prolonged periods of time; talk; hear; use hands and fingers to operate a computer, telephone, and other office equipment; reach with hands and arms; and stoop, kneel or crouch. Also, the employee will occasionally lift and move up to 25 lbs. Specific vision abilities required by this job include vision and capacity to adjust focus.

The noise level in the office is usually quiet. The physical demands and work environment described is representative of those that must be met by an employee successfully to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this job.

THIS JOB DESCRIPTION in no way states or implies that these are the only job duties to be carried out by the employee incumbent in this position. The employee will be required to follow any other job-related instructions and perform any other job-related duties requested by any person authorized to give instructions or assignments.

This description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties, responsibilities, and requirements are essential to the job. Job functions and requirements are subject to possible modification to accommodate individuals with disabilities reasonable. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an “at-will” employment relationship.

I have reviewed and received a copy of this job description and acknowledge I have had the opportunity to ask for additional clarification from my direct supervisor or by any person authorized to give instructions or assignments.