

Job Description: Community Outreach Coordinator – Special Project

Position: Resilient Columbus Outreach Coordinator

Reports To: Executive Director (Columbus County Partnership for Children)

Salary: \$22,500.00/year

Status: Temporary Part Time Grant Funded Position (Ends June 30, 2022)

To Apply: Forward Resumé and Cover Letter to Selena.rowell@columbusmartstart.org

For questions and additional information, call Dr. Selena Rowell at 910-499-4548.

Scope: Under the supervision of the Executive Director of Columbus County Partnership for Children (CCPC), the Coordinator is responsible for developing and catalyzing key relationships in Columbus County; coordinating and planning training opportunities within communities and for local organizations in collaboration with the Partnership Engagement Coordinator working with a regional grant through Prevent Child Abuse NC, other community stakeholders, and the Columbus County Partnership for Children coordinating the efforts of Resilient Columbus.

This position will be responsible for the coordination of the “Resilient Columbus” initiative activities and training sessions that address interventions and strategies to support a solid continuum of services that address Adverse Childhood Experiences (ACEs) and Resiliency in Columbus County. This position may require candidate to work late evening hours and some weekends based on initiative activities.

Location: This position will be located at the Columbus County Partnership for Children located at 109 W. Main St. in Whiteville, NC. Field work may require staff to travel to other communities for trainings and other activities to further the efforts of Resilient Columbus.

Qualifications:

1. Master’s degree from an accredited university in Public Policy, Social Work, or Public Health or relevant field of study with at least three years’ experience in child maltreatment, family support, social justice or Bachelor’s degree with six years’ experience in the above areas of focus or related area.
2. Grassroots advocacy experience and deep understanding of community engagement and collective impact work.
3. Strong relationship building and community development skills.

4. Experience in policy, systems reform and working with collaborative partners.
5. Demonstrated effectiveness using both verbal and written communication skills.
6. Able to prioritize work to be able to successfully complete multiple tasks within expected time frames.
7. Basic knowledge of Risk and Protective Factors, understanding of ACEs and elements of community mobilization.

Essential Functions:

(1) Training

Work in partnership with the other community stakeholders, members of Resilient Columbus coalition, Prevent Child Abuse NC, the North Carolina Partnership for Children and other state and national organizations to coordinate planning, implementation, and evaluation of identified community-based trainings.

Responsibilities include but are not limited to:

- Coordinate and execute trainings, community café and additional deliverables identified in the grant in your county and within the region.

(2) Partnership Engagement

Support convening groups of cross-sector stakeholders in your county and facilitate the development of a strategic plan for the efforts of Resilient Columbus.

Responsibilities include but are not limited to:

- Work with CCPC staff and the Resilient Columbus task force to facilitate community conversations that foster the protective factors and community engagement to support child abuse and neglect prevention.
- Screen relevant documentaries and facilitate meaningful conversations and calls-to-action.
- Plan, coordinate, and lead technical assistance efforts in your county based on community conversations.
- Support the maintenance of an environmental scan of child maltreatment prevention programs in your county.
- Facilitate the development of a strategic plan to guide the work and growth of Resilient Columbus to ensure

(3) CCPC General

- Participate in Team meetings.
- Maintain work plan and ensure timely reporting of assigned grant deliverables.
- Maintain a positive work environment.
- Increase operational efficiency by helping to improve workflow processes where needed

- All other duties as assigned or requested.

(4) Columbus County Partnership for Children Administrative

- Participate in “Resilient Columbus” Initiative meetings as liaison between the Partnership and other community stakeholders.
- Participate in monthly supervision with Executive Director.
- Participate in weekly/bi-weekly team meetings with CCPC staff.
- Secure CCPC support when needed when managing your work plan.
- Maintain and submit accurate time and attendance records
- Maintain a positive work environment.

Special Training/Skills:

- Must demonstrate ability to organize and plan weekly schedule and manage time effectively
- Must demonstrate ability to join with other agencies in a full partnership building on strengths, community resources, and formal & informal supports
- Must have excellent oral and written communication skills, including presentation effectiveness.
- Must be competent with office software applications
- Must be free from all illicit substance use
- Must be adept at initiating daily activities without direct supervision
- Person must have functional and reliable personal vehicle to meet position requirements
- All employees will receive training in population served and client rights/confidentiality.

A valid Driver’s License, current automobile insurance and reliable transportation is required.