

**COLUMBUS COUNTY PARTNERSHIP FOR CHILDREN
JOB DESCRIPTION**

POSITION: Community Outreach Information and Resources Coordinator

The Community Outreach Coordinator will provide professional leadership to move forward the mission and goals of the Partnership. The Community Outreach Coordinator will cultivate broad based collaborative efforts among diverse services, individuals, families, child care providers and community groups to maximize the positive child outcomes and to ensure that funds and resources benefit Columbus County's young children and their families. This position is directly responsible to the Executive Director and supervises staff in the Early Learning Facility as well as a Community Outreach Information and Resources Assistant.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Build and strengthen relationships with community organizations serving children age birth to 5 and their families.
- Produce and edit Partnership newsletters, flyers and other print and electronic communications.
- Plan and provide logistical organization of the Partnership's participation in community festivals and events.
- Develop outreach materials for the Partnership, i.e. brochures, newspaper inserts, press releases, public service announcements, presentations, videos, and other media messages.
- Web site maintenance and updates.
- Develop and strengthen relationships between the Partnership, Elementary Schools, Early Childhood Programs, government agencies, churches, community groups and individuals to ensure adequate flow of information and ideas that result in comprehensive services and outreach.
- Organize and facilitate community task forces and forums as needed.
- Encourage and develop collaborative efforts within Columbus County.
- Serve as a liaison between the Columbus County Partnership for Children, Child Care Providers, Human Services Agencies, and the Community at large.
- Increase community awareness and support of Smart Start.
- Participate in all outreach activities of the Columbus County Partnership for Children.
- Represent the Partnership at community events
- Recruit and coordinate volunteer participation.
- Track and monitor special events and in-kind and cash contributions from events
- Prepare monthly/quarterly reports, as required
- Grant writing and coordination of fundraising activities.
- Participate in job appropriate Smart Start trainings, meetings and professional development activities.
- Perform other duties as assigned by the Executive Director.

QUALIFICATIONS:

Knowledge, Skills and Abilities

- Bilingual English and Spanish preferred
- Outstanding interpersonal skills
- Superior computer skills including media software programs
- Superior oral and written communication skills
- Knowledge of successful marketing strategies including social media marketing platforms
- Ability to manage multiple projects
- Willingness to work flexible schedule which may include some evenings and weekends

Education and Experience

- Bachelors Degree in Business, Marketing, Public Relations, Communications, or related field required
- A minimum of four years experience in media related field
- Events planning experience