

Position Title:	Community Coordinator		
Location:	3025 College Street Grand Island NE 68803	Supervisor:	H3C Executive Director
Salary:	\$20 /hr. \$41,600 yr.	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Original Approval Date:	April 25, 2022 (tentative)	Revision Date:	
Position Summary:	<p>This position will provide operational and visionary support to the H3C organization to accomplish work plan goals under the direction of H3C executive director and/or executive board. The coordinator will partner to provide visionary leadership to the Birth – 11 committee in the development and sustainability of effective collaborative prevention and early intervention systems. This position will continue and expand work being done by the Birth – 11 committee to engage the business community, child care providers, and parents to coordinate efforts for sustainable support of capacity and quality of early childcare and education opportunities for all children birth through five in Hall County. The coordinator will provide support to the 11-24 committee and the behavioral health committee to continue and expand the work being done through their work plans and goals.</p>		
Essential Functions:	<ul style="list-style-type: none"> ▪ To build upon, develop, support, expand, enhance, and coordinate initiatives, programs, and activities. ▪ To support the coordination of resources and activities to strengthen access for families, and foster understanding, appreciation, and knowledge around the importance of quality early childhood experiences and development for individuals ages birth to 24. ▪ Maximize efforts to build quality and capacity of early childhood systems through: leveraging community mobilization, stakeholder engagement, planning, information gathering and management, assessments, community reporting, and implementation of activities designed to strengthen these systems and support families, providers, and communities. ▪ Assist in establishing clear pathways for access to early care for families and providers. ▪ Create comprehensive connections and knowledge of resources/initiatives throughout the community. ▪ Improve family access to other formal and informal supports and opportunities within communities. ▪ Build upon current early childhood community efforts. ▪ Engage community stakeholders in the collective impact efforts of H3C. 		

Other Responsibilities:

- Connecting and supporting providers and communities to efforts including the use of ReadyRosie, Spanish speaking childcare provider engagement, increasing access and availability to culturally appropriate professional development and related services, and childcare tuition/scholarship programs based on current Hall County priorities.
 - Management, documentation, evaluation, and reporting related to the PDG/C4K+ Quality & Capacity Grant, Early Learning Scholarships, ReadyRosie, and Spanish Speaking/Bilingual Child Care Support Initiative.
 - Through the Birth – 11 committee, serve as a liaison between community partners to align all early childhood work with current Nebraska Children initiatives including, co-creation of work plans, priorities, and fund requests. Working with Nebraska Children initiatives to not duplicate, but enhance, all early care and education efforts.
 - Maintaining a working knowledge of current resources available to children and families, including early childhood, youth, and behavioral health.
 - Researching gaps or barriers to provision of services/supports for children and families.
 - Working with community stakeholders, including elected officials, in the development and implementation of community work plans and/or connecting plans that may exist for different initiatives.
 - Coordinating and facilitating community meetings with various working groups.
 - Reporting associated with PDG/C4K+ work, including grant reports, up to date community action progress report, community meeting materials, and reports related to any other commitments undertaken by the Birth – 11 committee.
 - Developing and distributing marketing and educational materials related to early childhood. Maintain a resource directory that will connect children, families, and communities to opportunities and services related to early childhood.
 - Identify contractual partners to help guide the work as established in work plans and budgets.
 - Grant writing and event planning.
 - Serve as early childhood contact, advocate, champion, and coordinator.
 - Participation in various professional and early childhood development opportunities.
- General coordination
- ✓ Manage the daily/weekly/monthly agenda and arrange new meetings and appointments.
 - ✓ Manage meeting minutes and periodic reporting.
 - ✓ Prepare and disseminate correspondence, memos, and forms.
 - ✓ Support and facilitate the completion of regular reports.

	<ul style="list-style-type: none"> ✓ Manage and create social media campaigns ✓ Make travel arrangements. ✓ Document expenses and submit receipts to H3C. <p>Other duties as assigned.</p>
Education:	Associate or bachelor's degree in public administration, social/behavioral sciences, human services, early childhood, or child development.
Experience:	<p>Grant administration and reporting</p> <p>1-2 years experience working with Early Childhood programs and/or youth</p> <p>1 year of Step Up to Quality Coaching, preferred</p> <p>Direct non-profit work experience or lateral non-profit operational knowledge</p>
Skills, Knowledge and Abilities:	<ul style="list-style-type: none"> ~ Knowledge of the Grand Island community and Hall County, including businesses and the government structure ~ Knowledge of community initiatives and resources related to Early Childhood and youth ~ Knowledge of Nebraska Step-Up to Quality ~ Knowledge of Nebraska child care subsidy and child care licensing ~ Excellent written and oral communication skills ~ Comfortable with public speaking ~ Ability to lead a meeting and/or training ~ Familiarity with event planning ~ Able to work independently ~ Ability and flexibility to adapt to changing community capacity and need ~ Proficient in computer programs such as Microsoft Office: Excel, Word, Outlook and PowerPoint, as well as Adobe Acrobat and Google Doc/Sheets. ~ Proficient in use of online platforms such as Facebook, Zoom, Twitter, etc. ~ Ability to provide website content updates and management ~ Ability to interface and develop tracking systems for data collection
Key Relationships:	<ul style="list-style-type: none"> ➤ Economic Development Corporation ➤ Central Community College – Early Childhood Education Program ➤ Grand Island Public Library ➤ Community Well-Being Coordinator ➤ Early Childhood Programs through local public-school districts ➤ Head Start programs serving Hall County ➤ Rooted in Relationships Coordinator ➤ Sixpence and Sixpence CCP Coordinators

<p>Working Conditions:</p>	<ul style="list-style-type: none"> ▪ The primary work location of this position is within the Grand Island Public Schools facility located at 3025 College Street. Designated workspace is located near the Hall County Community Collaborative Executive Director. ▪ Essential physical requirements will include standing, walking, stooping, and using a laptop computer for typing. ▪ Physical effort/lifting, position is primarily sedentary, but could require lifting of materials up to 20 pounds. ▪ The position is primarily during normal business hours from 8:00am-5:00pm but could include occasional evenings and/or weekends. ▪ Travel will be primarily within Hall County but could include occasional travel outside of the area. ▪ The position will follow all emergency policies of Grand Island Public Schools.
	<p>In accordance with Federal civil rights law, H3C will not discriminate based on race, color, religion, creed, gender, gender identity, national origin, age, disability, sexual orientation, marital or veteran status, or any other legally protected status.</p>