



Position Description: South Coast Early Learning Hub Community Alignment Specialist

Classification: Non-Exempt
Reports to: SCREL Community Engagement Supervisor
Salary: \$55,022-\$68,478

Type: Full Time
Date: February 2024

Summary/Objective

This position is responsible for providing in person program outreach along with developing and implementing a comprehensive outreach strategy and program, working directly with community based organizations, Bay Area Hospital and families to find services, and provide family engagement activities in Coos, Curry and Western Douglas counties.

Position Requirements

- Attend meetings, as assigned, including: team meetings, Coordinated Enrollment cohorts, SCREL governance meetings, program enrollment meetings, community based meetings, partner check in meetings, planning meetings, Family Connects Oregon meetings, etc..
- Coordinate comprehensive outreach efforts for the SCREL Hub.
- Develop and maintain parent education materials.
- Develop and maintain quarterly newsletter.
- Assist with Preschool Promise, Baby Promise, Family Connects Oregon, and parenting education efforts including: conducting recruitment, processing applications, determining eligibility, enrolling children, and transitioning children to other programs. Be the local point of contact for parents.
- Work alongside the Family Connects Oregon implementation team to support program start-up.
- Manages, coordinates, and participates in the development of community alignment activities related to Family Connects Oregon.
- Data entry and tracking, including: entering and updating family information, and uploading and ensuring accuracy of application and eligibility documents.
- Collaborate with community partners to share information on SCREL and associated programs, as well as, establish network referral connections.
- Engage with families through coordinated enrollment and referral work to provide supports, education and referrals to find best fit programming for long term engagement.
- Co-lead Parent Café hosting and assist with local parenting education efforts.
- Attend trainings, learn programs and curricula, and assist with bringing new and expanded initiatives to our region.
- Monitor program and community data to determine which activities are meeting our goals and objectives.
- Provide necessary reporting information in a timely manner per internal and external requirements.
- Represent SCREL and/or SOWIB at local, state and nationwide conferences, meetings and events, as needed.
- Other duties as assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Supervisory Responsibility

N/A

Work Environment

While performing the duties of this job, the employee regularly works in an office setting and in a hybrid remote office, out in the community and with a diverse population.

Travel

- Across Coos, Curry and Coastal Douglas counties and out of area as needed.



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Required Education and Experience

- Associate's degree, or other equivalent education and/or work experience combination.
- Knowledge of early childhood development and education.
- Strong working knowledge of Microsoft Office, including, Excel, Word, Outlook, and PowerPoint.
- Proficient written and verbal communication skills, including accurate grammar and business correspondence.
- Excellent organizational and time management skills and the ability to prioritize in a fluid changing environment.
- Must be organized, flexible, independent, self-motivated, enthusiastic, dependable, and detail-oriented.

Preferred Education and Experience

- Bachelor's degree, or other equivalent education and/or work experience combination.
- Non-profit experience.
- Parent Education experience.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of the employee's activities, duties, or responsibilities to do this job. Duties, responsibilities, and activities may change at any time with or without notice.

To apply: Please send a resume and cover letter to Sara Stephens at sstephens@screlhub.com