

**Job Vacancy Announcement**  
for  
**Publication on the Early Childhood Project Job Board**



**Job Information**

Job Title: Community Impact Specialist-Early Childhood Success  
Program Name: United Way of Cascade County  
Location of Job: Great Falls MT  
Hours/week: 40/Variable  
Wage/Salary: Based on experience

**Job Description:**

Purpose of the Position:  
The intent of this position is to dedicate focus to increasing early education access, developing a pipeline of early education providers, working with families to ensure connectivity to enriching experiences for their young children and bridging relationships for collaboration between Early Childhood and Elementary Educators to ensure that all children enter Kindergarten prepared to succeed.

This position works closely with staff, volunteers, and community partners to advance Community Impact goals in education. Primary responsibilities include planning, coordinating, and facilitating community-wide, collaborative efforts to impact education outcomes. This position provides support to the Community Impact Director and community initiative groups.

Overarching Responsibilities:  
FACILITATE IMPACT WORK – coordinate meetings and activities of groups working to advance the community impact agenda and mission of the organization.  
o Work directly with stakeholders to strategize and achieve goals in education.  
o Engage and challenge community coalitions and volunteers to efficiently advance work plans and achieve measurable goals.  
o Provide a general foundation of lesson and best practices related to impact work.

**Job Requirements**

**Education:**

Required High School Diploma  
Preferred Bachelor's degree (in education or appropriate field) or equivalent combination of education and experience

**Experience:**

Preferred related experience in early childhood education or community initiative leadership  
Demonstrated ability to manage complex projects  
Strong interpersonal and communication skills for facilitating group process  
Demonstrated public speaking ability  
Computer literacy with a working knowledge of standard office software  
Demonstrated ability to lead meetings/community discussions  
Ability to develop, prioritize and complete work plans, goals and objectives  
Ability to work independently  
Valid driver's license and automobile insurance

Other Requirements: \_\_\_\_\_

**Application Requirements**

**Application Requirements:**

Please send your cover letter, resume and references to [lacey.hallett@uwccmt.org](mailto:lacey.hallett@uwccmt.org).

Application Deadline: When filled

Contact Name: Lacey Hallett

Contact Phone: (406)727-3400

Contact Email: [lacey.hallett@uwccmt.org](mailto:lacey.hallett@uwccmt.org)

**The Job Board is provided for informational purposes only. The Early Childhood Project does not endorse any particular ECE organization or guarantee job placement.**

**\*Please send completed form to [ecp@montana.edu](mailto:ecp@montana.edu)**