



United Way of Cascade County

Position Description

Position Title: Early Childhood/Elementary Community Coordinator
Employment Status: Regular full-time exempt
Reports to: Community Impact Coordinator

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 pathways with Early Childhood and Elementary Educators.

Duties and Responsibilities:

- Expansion of Early Childhood Education Availability: *Coordinate necessary licensing, insurance, business structure paperwork and leadership (board, staffing, etc) support for start-up community early education facilities*
 - Downtown collaborative
 - Retail Association
 - Teaching lab @ PGEC
 - American Indian Center

- Bridge Gaps for Families to Early Childhood Providers to K-12: *Dedicated focus to mapping community support network. This will include formalizing a community leadership team to include parents, Early Childhood providers, Kindergarten instructors and appropriate administrative leadership and/or community partners.*
 - Re-establish Ready Families, Ready Learners → Formal/committed relationship between GFPS and Early Childhood Educators
 - Serve on and/or incorporate the Early Childhood Coalition
 - Collaborative training for early childhood educators & elementary educators
 - Example: New ELA Curriculum for GFPS
 - Defined universal success measures
 - Define a factual demographic profile of students entering school unprepared
 - Transitional planning from Early Education Programs to Kindergarten for families
 - Establish a best practice for communication and hand-off of historical information between early education programs and new schools (navigate release of information requirements)

- Establish Equitable Opportunities: *explore, develop and establish sustainability for early childhood opportunities that are equitable for all and reflect the diversity of our community*
 - Military entrance for new families to our community
 - Inclusive play/learning opportunities for families with special needs
 - Cultural teaching/learning engagement
- Continuous Communication: *host a central hub network for families advertising resources/events for children 0-8yrs old*
 - Create a standard capture method for families with 3yr olds
 - Build on Brain Building Expo with smaller shared resource hosted events
- Special Projects: *lead or assist as appropriate on Kindergarten Books, Read 2 Me, Kindergarten Shirts & Graduation Walks.*
- Other duties as assigned

Qualifications:

- Required High School Diploma
- Preferred Bachelor's degree (in education or appropriate field) or equivalent combination of education and experience
- Minimum of three years related experience in early childhood education or community initiative leadership
- Strong interpersonal and communication skills
- 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

The Early Childhood/Elementary Community Coordinator demonstrates a commitment to professional growth and quality personal performance while also demonstrating the ability to function effectively as a member of a team of staff and volunteers.

Please send your cover letter, resume and references to lacey.hallett@uwccmt.org.