**Early Childhood Council/Parent Outreach Coordinator:**

**Job Overview**:

This is a new position within the Children’s Foundation of Mississippi, funded as part of Mississippi’s Preschool Development Renewal Grant. The coordinator will be responsible for providing on-the-ground support to Early Childhood Councils (ECCs). The Children’s Foundation of Mississippi funded nine Early Childhood Councils in 2022 and plans to add 9 additional councils each year for the next three years. The coordinator will also work in partnership with other existing community early childhood resource groups, if available within local communities. If resources are not available, then the coordinator will help local councils determine specific needs and resources that may be available.

**Responsibilities**:

These include, but are not limited to the following:

* Assist in convening community partners and parents.
* Assist in the application and screening process for new planning grants.
* Share county and state-level data.
* Facilitate community-led discussions with an overall focus on improving outcomes for young children.
* Assist in linking strategic state and community partnerships.
* Plan and facilitate discussions on ways to measure changes and outcomes.
* Provide monthly reporting on the activities.
* Travel to various communities throughout the state who have been funded by the Children’s Foundation to establish early childhood councils and to communities that have an interest in pursuing early childhood councils.
* Work with the Communications and Outreach Coordinator to create effective marketing, PR, and outreach strategies for the ECCs.
* Stay up to date with our partners and other resource opportunities to share with the ECCs.
* Participate in weekly staff meetings.

**Skills:**

Excellent communication skills (written and verbal)

Public speaking

Proficiency in Microsoft office 365; Word, PowerPoint, Excel

Ability to work well with a team

Organization and punctuality

Knowledge of community resources

Basic research skills

Grant-writing skills are a plus, but not a necessity

**Qualifications:**

Bachelor’s degree in early childhood education, Communications, Community planning or related field.

1-3 years’ experience preferred

The candidate must be willing to travel and have a reliable vehicle. Proof of vehicle insurance must be provided.