



Early Childhood Council/Parent Outreach Coordinator:

This is a new, full-time 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 has awarded 17 planning grants to establish Early Childhood Councils throughout the state, with additional ones planned for 2024 and 2025. The coordinator will also work in partnership with other existing community early childhood resource groups, if available within local communities. If resources are unavailable, the coordinator will help local councils determine specific needs and resources that may be available.

Applications will be accepted via email until March 22, 2024. Interviews will be scheduled after this date. Please send your resume and cover letter to info@childrensfoundationms.org with the subject line "Early Childhood Council/Parent Outreach Coordinator Position."

Responsibilities:

These include, but are not limited to the following:

- Assist in convening community partners and parents.
- Provide parent outreach/engagement and training sessions.
- 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 Director to create effective marketing, PR, and outreach strategies for the ECCs.
- Work with the Early Childhood Sustainability Coordinator in determining unmet community needs on behalf of young children (0-5 yrs).
- Stay up to date with CFM 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.