

REGION A PARTNERSHIP FOR CHILDREN

Witness the Miracle...A Nurturing Community...

A Loving Family...A Smiling Child

116 Jackson Street...Sylva, NC 28779...828.586.0661

www.rapc.org

Early Childhood Community Organizer

Purpose

The Purpose of the Early Childhood Community Organizer is to engage families, community stakeholders and all service providers in meaningful and planful communication to ensure that comprehensive and coordinated services are available for young children and their families in the county.

The Organizer will ensure effective and ongoing communication among all groups and stakeholders in order to achieve reading readiness and proficiency in 3rd grade for all children.

Qualifications

- Demonstrated ability to communicate effectively and compassionately with stakeholders from diverse backgrounds and positions in the community
- Ability to creatively establish connections among community members
- Expressed passionate concern for the well-being of children and families
- Understanding of the importance of early education and literacy in achieving long-term success for children
- Demonstrated understanding of and commitment to family-centered approaches to service coordination
- Ability to establish rapport with families and encourage them to see their strengths so that they can understand their intrinsic path to empowerment
- Strong communication and interpersonal skills
- Strong commitment to inclusive communication and collaboration with all stakeholders
- Comfortable working with faith communities
- Understanding of and commitment to asset-based communication and planning
- Strong organizational and record keeping skills
- Ability to work independently and be self-motivated
- Demonstrated ability to think and plan strategically
- Strong computer skills; including web browsing, e-mail, internet, and word-processing

- At least 2 years of experience in successful community work involving network development and event planning
- Understanding and honoring of the context and richness of the local area

Duties and Responsibilities

- Compile all necessary information about community stakeholders, to establish necessary contacts for achievement of the goals of the project.
- Develop an electronic contact list of information about all contacts and resource information to share with all community stakeholders.
- Assist in planning stakeholder meetings.
- Communicate with all community stakeholders on a regular basis about project activities and progress.
- Coordinate events with community stakeholders to advance the goals of the project.
- Ensure that communication with and by families is primary in developing outcome measures and strategies for success toward reading readiness.
- Other responsibilities may be defined Region A Partnership for Children Executive Director and other Project directors.