Northeast Early Childhood Council (NECC)

Brooklyn, Canterbury, Killingly, Plainfield, Putnam, Sterling & Thompson

**ANTICIPATED JOB OPENING: May 5, 2021**

**NECC Regional Outreach Coordinator  
Through December 31, 2021**

**Job Responsibilities:**

**Communications & Outreach**

* Serve as a liaison between the NECC and its communities, promoting understanding of NECC goals, strategies, and activities and maximizing connections within our communities.
* Identify, conduct and support community outreach opportunities focusing on issues related to children, birth through age eight, and their families.
  1. Conduct outreach to disenfranchised parents of preschool-age children to engage families and connect them to early learning programs and resources
  2. Conduct outreach to expectant parents and those with children, B-3yrs to educate them on developmental screenings and connect them to resources
  3. Utilize social media platforms to engage parents
* Strengthen relationships with community partners by establishing and maintaining positive working relationships
  1. Outreach to local early care providers, pediatricians, and local businesses to engage them in the work of the NECC
  2. Identify community partnerships to leverage additional funding and resources.
  3. Establish a formal connection to local business, chamber of commerce, or regional workforce boards

**Parent Leadership Development**

* Lead recruitment of parent ambassadors to the Council from each of our seven Towns that reflect the diversity of our region
* Conduct yearly surveys, focus groups, or other outreach on understanding parent's needs.
* Encourage and support parent engagement opportunities within the communities.
* Assist with coordination of capacity building, parenting education, and leadership training

**Other**

* Support Regional Director as needed with administrative duties
* Attendance at all NECC Leadership and Council meetings
* Participate in relevant professional development opportunities
* Submit all required reports as assigned

**Education, knowledge, and experience preferred:**

1. Relevant work experience with community outreach and engagement
2. Familiarity with the culture, demographics, and services for young children and families in our region
3. Strong written and oral communication skills
4. Ability to project, establish and adhere to deadlines
5. Proficient computer skills and working knowledge of databases, the internet, and social media
6. Ability to work collaboratively with diverse populations; establish and maintain positive working relationships
7. Ability to facilitate meetings and build relationships at the interpersonal and organizational level

**Job Details:**

* Flexible schedule: This position is 15 hours a week and requires some nights and weekend hours.
* Reliable Transportation: This position will require travel to and from the seven towns that are part of the NECC.
* The Coordinator will work as an Independent Consultant through December 31, 2021
* **The deadline for applications is Sunday, May 9, at 9:00 p.m.**

The Regional Outreach Coordinator will report to the Regional Director. This position is currently grant-funded and may change due to the expiration of the grant. There is no assumption of mobility to other jobs in the organization.

The Leadership Team reserves the right to reject applications received after the deadline date and to waive any informality in the process, which is in the best interest of the Council. The application procedure requires the inclusion of a letter of interest & resume.

THE NECC IS AN EQUAL OPPORTUNITY EMPLOYER

**For questions or to apply to be considered, please email your Letter of Interest and Resume to Kristine Cicchetti, Regional Director at** [**mrscicch95@sbcglobal.net**](mailto:mrscicch95@sbcglobal.net)**, with a subject line: Application Community Outreach.**