



JOB ANNOUNCEMENT

March 2018

Job Title: Training and Outreach Coordinator
Reports To: Community Services Director
FLSA Status: Non-Exempt

Primary Purpose of the Job

The Training and Outreach Coordinator is responsible for promotion of agency programs and events and ensuring that all areas of contract requirements are completed. The role of the Training and Outreach Coordinator is to increase the visibility, capacity and quality of agency promotions, outreach and events offered to parents/guardians, child care providers and community in eastern Alameda County.

Essential Duties

- Increase agency effectiveness and visibility by developing and promoting programs and trainings through various outreach methods including social media, Constant Contact, city calendars, community events and other communication tools as needed;
- Responsible for all logistics for community outreach events including, but not limited to, scheduling, volunteer recruitment, event preparation/set-up and maintenance of supplies;
- Responsible for all activities relating to contracts with the First 5 Alameda County, and the Cities of Dublin and Pleasanton, including preparation of annual funding applications, contract requirements, and reports, as required
- Coordinate trainings for Child Care Providers to increase their knowledge on health and safety, business practices, social-emotional development, and facilities management. Training logistics include: recruitment/scheduling of trainers, topics relevant to needs in the community, report preparation and any activities associated with contract requirements;
- Coordinate play groups for children of various ages that are focused on the importance of talking, reading and singing with young children;
- Develop and maintain, in collaboration with agency staff, a social media strategy for the agency that utilizes various social media outlets that can promote agency program and service goals;
- In collaboration with agency leadership, ensure agency website, social media sites, and online communications are kept current, relevant and well-functioning;
- Back up child care referral staff as needed;
- Attend all agency staff meetings, conferences and trainings as requested;
- Other duties as assigned

Required Knowledge, Skills and Abilities

- AA in Early Childhood Education, Psychology, or related field;
- Bilingual in Spanish, preferred
- Minimum 2 years of experience in ECE field;
- Experience planning and implementing a social media presence;
- Excellent verbal and written communications skills;
- Demonstrated initiative, resourcefulness, recognition of opportunity, and tenacity;
- Ability to work independently and also as part of a team
- Ability to work weekends and evening hour
- Able to work independently to manage multiple tasks and manage deadlines;
- Commitment to the mission of Child Care Links;
- Ability to work well with a diverse population;
- Insured car and valid California drivers' license

Closing Date: Open until filled

How to Apply: Please send, or email a resume with cover letter which describes how you feel you are qualified for this position to Child Care Links, Attention: HR 6601 Owens Drive, Suite 100, Pleasanton, CA 94588 or submit online to jobbank@childcarelinks.org.

Child Care Links is an Equal Opportunity Employer