
Position Information: Community Development Coordinator

Supervised by: Executive Director

Supervises: Does not supervise others

Salary: Coordinator V

Classification: Non-Exempt

Terms of Employment: Regular Part-Time

Job Goal:

Ensure identification and acquisition of in-kind resources that support programming for children and families. Help plan and facilitate events that will promote community partnership, engaging local individuals and organizations to support programs that are focused on making sure children get a great start in life. Significant emphasis on communicating how early learning, childcare, health, nutrition, family engagement, safety and child well-being is critical to our community's vitality.

Essential Responsibilities:

- Consult with Executive Director to identify program needs & provide fiscal supports
- Consult with boards, communities and organizations to identify potential program resources
- Target in-kind acquisition & discretionary resources for match and increased service levels
- Act as a resource for program & community development
- Help develop, execute and staff community events and mission related initiatives
- Collect and analyze information and submit data for an annual report
- Prepare briefing notes, reports and presentations as required
- Assist in the Community Development & Self-Assessment Processes
- Help develop Annual Report

General Staff Responsibilities:

Employees of UMCHS aspire to the following:

- A commitment to the agency's mission, vision, and values;
- A commitment to equipping children and all who care for them for lifelong success
- A commitment to excellence in everything we do;
- A commitment to positive performance and a welcoming culture;
- A commitment to outcomes, measured results and quality improvement;
- A commitment to innovation and to what is possible.
- Program Participation and Team Member
- Be present at work in order to provide consistency of services
 - Arrive to work on time; punctually attend and actively participate in all required activities, meetings, and trainings.
 - Be a respectful, cooperative, and reliable team member and participant in program activities.
 - Project a professional work image, both in dress and manner.
 - Demonstrate familiarity with employment policies, performance standards, work plan and commitment to mission and values in the performance of daily duties.
- Standards of Conduct
 - Perform all work in compliance with UMCHS Standards of Conduct.
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy

- And or any other duties deemed necessary by your supervisor

Education Requirements:

- AA in Public Administration or related field preferred (5 or more years of relatable experience may substitute degree)

Experience and Skills Requirements:

- Relevant experience/knowledge related to community development and philanthropy.
- Ability to develop clear, concise and comprehensive technical reports, correspondence and other written materials
- Knowledge of fundraising techniques and strategies including donor relations, foundations, endowments and planned giving.
- Experience in public relations and marketing principles and practices
- 2 years' experience in using Microsoft Excel/Word/Access
- Knowledge of theory, principles, practices and techniques of community development planning
- Knowledge of applicable federal, state and local laws, codes and regulations governing community development practices
- Ability to plan, direct and integrate broad, comprehensive planning and community development programs
- Ability to establish and maintain effective working relationships with the staff, governing boards, private and community organizations, developers and others encountered in the course of work.
- Adequate means of transportation

Physical Requirements:

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

- Sit for long periods of time with daily use of computer screen;
- Do tasks involving repetitive arm and hand movements, such as heavy word processing/keyboarding, using various office tools to collate, punch, cut, or stamp paper and other repetitive or high-volume tasks such as bulk mailings, filing projects, etc.;
- Occasional filing is required. This would require the ability to lift files, open filing cabinets and bending as necessary;
- Occasionally required to stand, walk and reach with hands and arms;
- Occasionally lift and/or move up to 10 pounds
- Drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements. (A DMV Record check will be conducted prior to hire)

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Work Environment/Conditions:

Work is normally performed in a typical interior/office work environment.
Job tasks are performed in close physical proximity to other people

Safety:

Apply safe practices in the performance of duties

- Reporting of unsafe or hazardous working conditions and/or any injury immediately
- Complying with Agency safety standards
- Participate in emergency drills
- Promote a culture of safe environments in the workplace

Agency-Wide Requirements:

- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen, and TB screen documentation prior to hire
- Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements. A DMV Record check will be conducted prior to hire.
- Desire to work with low-income children and their families
- Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings
- Fluent in English both verbally and written

Umatilla-Morrow Head Start, Inc. Is an Equal Opportunity Employer