



Early Childhood Systems Building VISTA Job Description

Reports To: Executive Director

Mission Statement

To promote a child-centered school readiness system that fosters early learning, facilitates healthy child development, and promotes family success in Grand County.

Position Summary

As a member of the Grand Beginnings team, the Early Childhood Systems Building VISTA will increase Grand Beginnings' capacity to conduct outreach and engage the local community in carrying out the mission of Grand Beginnings. Position will include opportunities to engage in systems building work that would focus on early childhood health, early learning, and/or family engagement. Position opportunities would also include developing marketing and outreach plans using social media, website development, fund development, event coordination, and non-profit business management. Exact job duties will be tailored to individual's strengths and interests but may include:

Potential Job Duties

1. Coordinate family outreach and engagement events and meetings including the Annual Children's Fair, Community Baby Shower, group playdates, family networking, parent education classes, and other events as appropriate for the community. Coordination includes reserving and set up/tear down of space, dissemination of meeting information, coordinating vendors, catering coordination, RSVP list, printed materials, and meeting minutes as assigned.
2. Develop and coordinate professional development opportunities for early childhood professionals.
3. Develop and coordinate marketing and outreach messages including monthly column in local paper, social media marketing plans, face-to-face outreach within the community, brochures, and parenting resources.
4. Recruit and coordinate volunteers to facilitate parent education or enrichment opportunities.
5. Assist in coordinating universal screenings that include oral health, vision, and hearing across all early care and education programs and within the community.
6. Coordinate the professional development and early care and education tuition scholarship programs.
7. Provide assistance and support in grant writing and grant reporting.
8. Data coordination, collection and analysis of the School Readiness Survey.
9. Participate as an active member of a fast paced organization including the development and implementation of the strategic plan and program logic models and ongoing communication to meet program and fundraising objectives.
10. Assume other projects and assignments as requested or per grant opportunities and personal interest.

Experience and Education

- Bachelor's degree in early childhood, child development, family relations, education, public health, nonprofit management/leadership, recreation, or related degrees preferred.
- Experience working with young children and families preferred.

Knowledge, Skills and Abilities

- Proficient in use of Microsoft Office (including Word, Excel, PowerPoint, Outlook and Publisher), web, and social media.
- Demonstrated skill in written communication including correspondence, reports, etc.
- Demonstrated skill in verbal communication.
- Experience in event coordination.
- Ability to work independently, complete assignments, and meet deadlines in a shared office space.
- Ability to interact in a positive and professional manner.
- Ability to establish and maintain effective working relationships with stakeholders, partners, colleagues and donors.
- Ability to respond appropriately to a variety of socioeconomic, political, and ethnic backgrounds.

AmeriCorps VISTA

This position will be filled by an AmeriCorps*VISTA member. To qualify for AmeriCorps*VISTA, you must be a U.S. citizen, U.S. national, or lawful permanent resident, be team-oriented, and be willing to take on a wide range of challenges. Once chosen for this position, if not already a VISTA member, you must go through the necessary paperwork to become a VISTA member.

For more information, please visit: http://www.americorps.gov/for_individuals/choose/vista.asp

Program Benefits: Choice of Education Award (\$5,815) or End of Service Stipend (\$1,500) upon successful completion of service, Health Coverage, Living Allowance (\$990/month), Professional Development/Training

Service Term: July 2017 – July 2018

Application Requirements: Please apply through the MyAmeriCorps portal. Interviews will take place in August and September. Submitting an application early in the timeframe will be advantageous.

To apply, please visit <https://my.americorps.gov/mp/listing/search.do?&criteria.programState=CO> and find the “Early Childhood Systems Building VISTA” position listing and complete a full application through AmeriCorps VISTA.

Community Resource Center: This AmeriCorps VISTA position is managed through the **Rural Capacity Building VISTA Project** of the Community Resource Center (CRC). CRC provides this resource to its partners in rural communities, and manages the recruitment, orientation, and reporting required for VISTA members. Grand Beginnings serves as a sub-site of the Project, and will provide project and on-site supervision of the Early Childhood Systems Building VISTA.

For More Information

Grand Beginnings: www.grandbeginnings.org

Community Resource Center: www.crcamerica.org