JOB DESCRIPTION

TITLE: Community Engagement Coordinator

COLLEGE/SCHOOL/DEPT: Advancement

REPORTS TO: Director of Collective Impact

FLSA: Non-Exempt

POSITION SUMMARY:

The Community Engagement Coordinator (Coordinator) is responsible for coordinating local educational efforts in Mabton, WA and aligns to the work of Yakima Valley Collective Impact work known as Yakima Valley Partners for Education. Working closely with Save the Children the Coordinator will lead and coordinate the local efforts in Mabton to improve educational outcomes for children in their community using a community engagement program model to support the work. The person hired for this role will have fundamental knowledge of and experience with community mobilization and education. The primary role is to mobilize the community and provide direct support to increase knowledge and skills, assess needs, drive improvements, and build awareness to improve educational outcomes for children. Through this work, the Coordinator will be required to establish partnerships in the community, build awareness of the issues facing children, and support advocacy efforts to advance Kindergarten Readiness and Grade Level Proficiency in Reading and Math. The work site for this role is Mabton, WA. Mabton is a small, rural district that borders the Yakama Reservation with a community population of 2,912 residents and school enrollment is at 829.

DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practices of the department and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
4. Community Mobilization and Capacity Building:
   - Build capacity through volunteers who are committed to improving children’s educational outcomes. Members should include a mix of parents/caregivers, early childhood educators, and any sector of the community who works to improve educational outcomes for children. The most marginalized populations in the community must be included.
   - Lead, conduct and share findings of community needs assessments. Collect all relevant information needed to create and implement an action plan to address identified needs.
   - Facilitate the development and implementation of a comprehensive Community Action Plan to identify and plan community mobilization activities that directly align to research-based practices and address needs as identified in the assessments.
   - Assist to connect community engagement team members to appropriate training and technical assistance sessions.
   - Participate in Yakima Valley Partners for Education and Save the Children program trainings, partner learning sessions, and other development opportunities in order to provide high quality, innovative approaches for children in the community and alignment to collective impact.
5. Program Monitoring, Best Practice Sharing:
   - Work with schools in the community to collect data and complete program reports as required.
   - Collect and enter community engagement data in the designated data tracking systems.
   - Review results and facilitate action planning if course-correction is needed.
   - Ensure that program partners are identifying best practices and lessons learned and sharing information.
   - Connect program partners for one-on-one collaboration and learning.
   - Develop presentations for Communities of Practice calls, state summits, or other similar events.
   - Identify opportunities to strengthen future activities and request program technical assistance as needed.
• Oversee the implementation of activities and goal progression over time to ensure that school and community deliverables are completed and tracked as planned.

6. Communication:
• Lead in the development of a Communication Plan that ensures information is disseminated to boost community awareness of the needs of children, the importance of early learning, and program initiatives. Monitor the plan’s deliverables for completion. All communications are bilingual English/Spanish.
• Develop information specific to the community and different audiences within and compile local data to stimulate action.
• Ensure that the community understands how the programs and activities are addressing needs and ways in which parents can actively participate in achieving program goals.
• Identify opportunities to engage with audiences at large by presenting the community engagement work at events, meetings, or in the local media.
• Actively attend meetings of local governments, school boards, or other public forums to ensure local decision-makers are familiar with the program initiatives.

7. Partnership:
• Oversee the completion of an asset map and create goals to target partnerships.
• Monitor progress of partnerships built in the community and strengthen the relationships with district and state level partners.
• Align with the collective impact work of Yakima Valley Partners for Education.

8. Policy and Advocacy:
• Work to change local and statewide policies affecting children.
• Ensure that local policy work is in alignment with local kinder readiness and educational outcomes efforts.
• Attend regional and statewide coalition meetings to work with members to advance policies benefiting children.

9. Child Safeguarding:
• Collaborate to foster an understanding of our child safeguarding policies through ongoing training and technical assistance.
• Ensure consistent reporting of child safeguarding risks and incidents; strong methodology in the field for managing risks and following reporting protocols; supplying proper documentation support of incident reports as needed; and collecting data on child safeguarding risks and efforts to mitigate risks in the program environment.
• Make intentional, regular efforts to remain up-to-date on key local and state child-welfare policies and reporting protocols.
• Follow all key local and state child-welfare policies and reporting protocols, as provided.
• Complete all Mabton School District, University and Save the Children required Child Safeguarding trainings.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Bachelor’s degree in a related field preferred.
2. Demonstrated networking and relationship-building skills.
3. Excellent verbal and written communication skills.
4. Strong planning and reporting skills.
5. Demonstrated ability to learn new processes quickly and marshal resources to accomplish deliverables effectively and efficiently.
6. Demonstrated organization and task completion skills; ability to effectively manage multiple priorities in a timely and comprehensive manner.
7. Experience as both a participant and facilitator with a community collaborative.
8. Proven track record of delivering outcomes in community initiatives.
9. Strong cultural knowledge of the targeted communities and understanding of the critical challenges facing rural communities. Ability to speak and communicate well in English and Spanish.
10. Understanding of early learning and literacy practices for children birth through 3rd grade.
11. Experience in building consensus, mediating, and negotiating among diverse partners with different goals and agendas.
12. Ability to effectively manage and facilitate community events and forums.
13. Ability to establish and facilitate complex cross-sector relationships (education, businesses, local governments, faith-based organizations, etc.).
14. Experience with grassroots organizing or leadership development.
15. Ability to recruit and reach marginalized or disenfranchised members of the community.
16. Proficiency in Microsoft Office programs.
17. Ability to use social media.
18. Have the desire to work with communities and families in rural areas.
19. Have the desire to lead community stakeholder meetings and coordinate activities.

**APPLICATION INFORMATION AND DEADLINE:** Applications should include the following:

- Cover Letter
- Resume
- Three professional references including name, email, and phone
- HU Employment Application

Review of Application will begin immediately and will continue until the position is filled.

To apply, please email application material to Humanresources@heritage.edu or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948.

Heritage University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and affirmative action.