



Early Learning Coalition of Broward County, Inc.

Job Description

Position: Outreach Specialist

Reports to: Senior Director of Communications and Outreach

FLSA Status: Non-Exempt

Position Status: Full-Time

Grade: 39

JOB SUMMARY: The Outreach Specialist is responsible for supporting and promoting the community engagement and advocacy agenda internally and externally. This role will work with the Senior Director of Communications and Outreach, the Communications Manager, local and statewide advocacy groups, and neighborhood and community groups to develop a dynamic community engagement and advocacy agenda that promotes success for Broward's children, and for the services we provide them.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (This description reflects the major core duties and responsibilities of the job; the employee is expected to perform these and other job-related duties as may be required. Additions, deletions, or changes may be made to this description at any time without prior notice).

- Creates and maintains outreach campaigns, and relationships beginning at the grassroots family and neighborhood level, aimed at ensuring families who may be eligible for the services the ELC provides are informed of and gain access to those services.
- Acts as the primary support staff, and coordinates staff support for community events in which the ELC participates ensuring the smooth execution of activities (many of these events will be conducted during evening or weekend hours).
- Represents the organization at outreach, legislative, and municipal events as necessary.
- Supports the Senior Director of Communications and Outreach with the coordination of ELC advocacy meetings and promotes ELC legislative priorities.
- Seeks new community events and engagement opportunities that will bring awareness to or provide other support for the ELC and the services it provides.
- Responsible for managing outreach inventory (i.e., books, promotional items, etc.) to ensure successful outreach campaigns.

- Supports the Senior Director of Communications and Outreach with the execution of the annual advocacy/ legislative plan.
- Prioritize outreach activities that garner the most significant exposure for our services.
- Explores new opportunities and relationships to extend the ELC brand and services into the community and promotes ELC's resources for families and childcare educators. Collaborates with micro-influencers to expand our reach.
- Assists the Senior Director of Communications and Outreach with additional duties as assigned.

COMPETENCIES:

- Technical Proficiency
- Communication Proficiency (oral, written, and visual media)
- Interpersonal Skills
- Teamwork
- Innovation
- Detail-oriented
- Flexible
- Adaptable
- Bilingual (Spanish or Creole) preferred

SUPERVISORY RESPONSIBILITIES:

- None

WORK ENVIRONMENT:

- This position operates from a professional office environment and remotely.
- This position may travel locally and non-locally and go to multiple venues as deemed appropriate outside of normal working hours.
- This role uses commonly used applications that include Advance computer skills with knowledge of Microsoft Word, Excel, PowerPoint Presentations, E-mail, and current state data systems.

PHYSICAL DEMANDS:

- While performing the duties of this position, the employee is regularly required to talk and hear. The employee frequently is required to use hands and fingers to operate and handle keyboards and other office equipment.
- Able to sit and stand for extended periods of time.
- Regularly required to walk and reach with hands and arms.
- Required corrected vision and hearing to normal range.
- Regularly required to kneel, stoop, or crouch and lift up to 25 pounds.

POSITION TYPE AND EXPECTED HOURS OF WORK:

- This is a full-time non-exempt position that requires the employee to adhere to ELC's Telework Agreement.
- While the position is expected to work 40 hours per week, and while the ELC's core work hours are typically Monday through Friday, 8:30 AM – 5:00 PM, because outreach typically happens in the evenings, on weekends, and on some holidays, this position may regularly be required to work beyond the core hours.

REQUIRED EDUCATION AND EXPERIENCE:

- High School Diploma, with at least one year experience in Communications, Marketing, Public Relations, or related field.
- Three (3) years of relevant experience engaging and/or organizing groups in community-based settings.
- Demonstrated experience of providing concise, timely and clear analysis of complex issues.
- Demonstrated experience in facilitating group discussions, consensus building and working with diverse groups.

ADDITIONAL REQUIREMENTS:

Background Checks

Employment in this position is contingent upon obtaining and maintaining satisfactory:

- Verification of Required Education and/or Credentials
- Level II Background Check
- Drug Screen
- Valid Florida Driver License
- Valid Automobile Insurance
- Reliable Transportation
- E-Verify
- High Speed Internet Access that can be maintained daily, with at least 50Mbps when working in a secure home location

REASONABLE ACCOMMODATION WILL BE MADE FOR OTHERWISE QUALIFIED INDIVIDUAL WITH A DISABILITY.