

Job Title: ECCS Parent Leadership Coordinator
Focus: HRSA ECCS Parent and Family Outreach and Engagement
Department: Supporting Early Education and Development (SEED)
Last Revised: 7.27.21

Definition

The ECCS Parent Leadership Coordinator is responsible for conducting outreach and engagement opportunities to support and enhance equitable engagement of family and community representatives in state-level decision making including the development and implementation of policies, programs, procedures and systems impacting the prenatal to three (P3) population in Nevada. This position will participate in national parent leadership training programs to implement effective strategies for outreach, engagement and integration of parent leadership into related P3 councils, commissions and collaborative efforts in the state of Nevada. This position will also work closely with the Early Childhood Comprehensive Systems (ECCS Director) Director and Manager (ECCS Manager) to ensure integration of parent leadership in the development and implementation of the State P3 Strategic Plan.

Supervision Exercised

None

Duties

- Achieve an understanding of agency mission, strategic focus areas and overall goals and objectives. Contribute to the success of these areas.
- Read, understand, and apply all agency and department policies and procedures set forth in both the Agency Handbook and SEED Program Manual.
- Coordinate with local, state and national partners to identify and implement a parent leadership outreach training program.
- Work in partnership with the ECCS Director and ECCS Manager to engage and support cross sector partnerships, including leadership training, guidance and technical assistance.
- Develop partnerships with agencies, organizations and coalitions working with or representing target populations including rural, racial/ethnic minorities, tribal entities and low-income P3 populations in Nevada.
- Identify and support opportunities to engage parent leaders in relevant commissions, coalitions and councils.
- Ensures that project plan and implementation plan meet latest research and best practice for equitable parent/family engagement strategies including integration of the *Manifesto for Race Equity and Parent Leadership in Early Childhood Systems* as guiding principles to support and sustain parent voice, leadership and engagement.
- Conduct data collection and assessment to measure progress of family leadership, engagement and inclusion.
- Must use health equity and disparities data to inform target population planning.
- Works with Early Childhood Comprehensive Systems Director to achieve objectives within budgeted amounts.
- Develops outreach plan with targets and tracking mechanism and ensures that specific grant and reporting requirements are met.
- Creates tracking mechanisms to report number of meetings, participants, and meeting outcomes to funders.
- Works with Early Childhood Comprehensive Systems Director to use Teams as a project management site to share information internally and with funder.
- Other duties as assigned.

Minimum Qualifications Needed:

Knowledge of:

- Nevada's early childhood system and/or programs
- Parent leadership and/or engagement strategies
- Computer programs including MS365 applications including Teams, Microsoft Word, Excel, Power Point, Outlook

Ability to:

- Communicate clearly and concisely both in writing and verbally.
 - Be organized and use effective time management.
 - Use outstanding customer service skills.
 - Work with adults of diverse backgrounds and beliefs and adapt service delivery accordingly.
 - Work collaboratively with staff and community agencies.
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Special Requirements

- Must possess reliable transportation to get to and from work.
- Most possess a valid Nevada Driver's License and proof of insurance if utilizing a personal vehicle for company business.
- Able to pass complete background check.
- Be physically capable of performing all job duties. This includes lifting up to 40 lbs. (moving program supplies); carrying 30 lbs. (setting up tables and chairs for outreach events); walking up and down stairs (must do visits where steps could be involved); be able to stand for up to 2 hours (presentations/trainings); repetitive keystroking (data input; e-mails; and creating forms)
- Work requires some nights and weekend hours.
- Work requires travel in state to conduct focus groups or attending meetings.

Benefits

- Eligible to receive Cabinet benefits for full-time staff.
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