

# Early Learning

INDIANA

<b>POSITION TITLE:</b>	<b>Community Engagement Support Specialist</b>
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## JOB SUMMARY

The Community Engagement Support Specialist will support engagement initiatives with communities throughout the State of Indiana. Under the supervision of the CCR&R CO Network Director, the Specialist will work directly with Child Care Resource & Referral (CCR&R) Network team members to build and implement strategies to increase business and community awareness of early learning and child care programs while driving increased access and services using a two-generational approach.

## ESSENTIAL RESPONSIBILITIES

- Coordinate statewide delivery of services and innovative practices designed to support families and communities and promote holistic and equity-minded approaches to family health and social capital.
- Provide supportive outreach and technical assistance to the CCR&R Network in their development of annual strategic outreach plans.
- Develop and revise needed resources for community outreach, including digital promotions, case studies and presentation content, ensuring resources emphasize the economic impact of quality child care.
- Build CCR&R capacity to present information to community organizations, business and other stakeholders through training and technical assistance.
- Provide support to the CCR&R Network in their facilitation of Family Child Care Networks, using an approved framework to drive family child care provider capacity and sustainability.
- Develop partnerships with community, business and philanthropic leaders that create opportunities to offer families innovative services designed to improve child and parent outcomes.
- Other duties as assigned to advance the mission of the CCR&R Network.

## EDUCATION, EXPERIENCE, & OTHER REQUIREMENTS

An individual must have the following education and/or experience.

- Bachelor's degree in education, early childhood education, public health, sociology, human development, political science, or other related social science field required
- Three (3) to five (5) years of experience working in a non-profit, government, or community development field required
- Three (3) to five (5) years of experience in community/neighborhood centers, community development, or childhood coalitions preferred
- Relevant experience providing family-centered services to families with special needs, families with low-income, and/or families that have experienced trauma preferred
- Familiarity with the 2GEN or Whole Family framework preferred
- Bilingual in Spanish and English preferred

## COMPETENCIES & SKILLS

The successful team member will demonstrate individual competency in the following areas:

- Ability to build and nurture relationships
- Excellent verbal and written skills

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- Ability to multi-task, prioritize and be detail-oriented
- Demonstrates professionalism in appearance and actions
- Demonstrates fair treatment of others and supports a positive work environment
- Ability to take initiative and work proactively

## WORK CONTEXT

The requirements described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The team member frequently is required to:
  - Stand, walk, sit
  - Use hands and fingers to handle books, paper, technology
  - Use computer and other electronic equipment and technology
  - See and read
  - Communicate with multiple audiences, including children, families, colleagues, and management
  - Reach with hands and arms
  - Stoop, kneel, crouch, crawl
- Must be able to reliably travel throughout the State of Indiana up to 50% of the time
- Legally able to work in the United States for any employer

*The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered an all-inclusive list of work requirements.*

*Employment with Early Learning Indiana is contingent upon satisfactorily completing pre-employment requirements. Pre-employment screenings include, but are not limited to, criminal background and drug screenings. Employment with Early Learning Indiana is at-will.*

## ABOUT EARLY LEARNING INDIANA

Early Learning Indiana is a nonprofit organization on a mission to ensure children are empowered with essential skills to thrive in kindergarten and beyond. We practice what we teach by operating a network of premier, community-based schools – called Day Early Learning centers – where we advance the science of early education, invest in a new generation of teaching, and instill essential skills in over 1,000 children each day. Building on more than a century of experience, Early Learning Indiana also serves as a leading voice and advocate for the transformation of Indiana's early learning landscape by addressing systemic barriers to access, affordability, and quality. Learn more about us at [EarlyLearningIn.org](http://EarlyLearningIn.org).

*Early Learning Indiana is an Equal Opportunity Employer. We provide Equal Employment Opportunities (EEO) to all team members and applicants for employment without regard to race, color, religion, gender identity, sexual orientation, national origin, age, disability, genetic information, sex, citizenship status, military status, marital status, amnesty, or other status protected by law.*

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My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

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Team Member's Signature

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Date

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Supervisor's Signature

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Date