



## Outreach and Consumer Education Job Description

Position: Outreach and Consumer Education Specialist  
Location: Family Connections 2229 5<sup>th</sup> Ave Havre MT 59501  
Supervisor: Communications Director

### Minimum Requirements

- Pursuing a bachelor's degree or experience with administrative, human services, sales/marketing, or outreach.
- Computer skills with Microsoft Office Products.
- Strong communication and organizational skills.
- Cannot own/operate a child care facility.
- Must be willing to work flexible, non-traditional schedule including nights and weekends.
- Must have a valid driver's license.
- Ability to lift 25lbs.

### Outreach and Event Coordination

- Work with Communications Director to support the Family Connections (FC) Annual Goals and Strategic Plans.
- Participate in outreach events. Analyze and determine the best events, return on investment for outreach, staff the event, coordinate other staff attendance, etc.
- Attend meetings, business events, legislative forums, and other outreach opportunities on behalf of FC.
- Organize and attend regional outreach events for communities throughout the region (13 counties in north central and north eastern MT). Host early childhood care and education provider and family recruitment events.
- Coordinate the delivery of outreach materials throughout the region. Track the places where materials are distributed and manage replenishment.
- Complete Business Outreach. Meet with local business leaders, Chamber of Commerce, and Economic Development groups to present the importance of child care to workforce development.
- Coordination of Advocacy with local, state, and national representatives on early care and education.
  - Update contact information for local, state, and national representatives.
  - Coordinate meetings with local, state, and national representatives.
  - Engagement in advocacy groups (ENHANCE MT, etc.)
  - Host Regional, local Town Hall Meetings or Legislative Session on early childhood issues.
- Coordination and Engagement with Media including press releases, stories, opinion pieces, and letters to the editor.
- Presentations for FC as needed and appropriate.

## Data & Communication Plan Duties

- Support the Family Resource Guide updating and expanding to regional services.
- Update E-Newsletter and subscribers for FC.
- Work with Social Media Team for content and website articles.
- Coordinate Program Story collection, data entry and inclusion in communication plan.

## Emergency Preparedness Grant

- Participate in statewide and region 6 communities Local Emergency Planning Committee (LEPC) and Disaster & Emergency Services (DES) trainings and meetings for Emergency Preparedness.
- Work with Family Connections Provider Services Professional Development Specialist (PDS) staff to support training, coaching, distribution of the E-Prep kits, and other support to providers and guardian programs. Contact and provide resources to child care providers and families affected by emergencies.
- Coordinate with the FC Emergency Plan team on internal emergency plan.

## General Work Expectations:

- Comply with all Family Connections Guidelines and Policies.
- Work cooperatively with the team and model the mission, vision, and values of the organization to co-workers, board, and community.
- Build relationships with partner agencies, child care providers, and community.
- Submit completed time sheets and expense reports on the 15<sup>th</sup> and the end of month day, request and submit PTO and leave requests well in advance of anticipated leave.
- Maintain confidentiality of providers, co-workers, and agency. Do not share internal information with outside personnel, funders, providers, families, etc.
- Ensure the office is covered with adequate staff 8am to 4pm daily. Ensure the office is opened/closed, emergency plan is followed, emergency IT needs are addressed, etc. to meet organizational needs when other leadership is out of the office and when an emergency arises.
- Behave as a courteous and responsible representative of FC in interacting with other staff, the members of the Board of Directors, and community members.
- Promote FC and its mission to community members, potential donors, clients, and policy makers, as directed or as opportunities arise.
- Engage in FC's community fundraising, special events, and outreach activities.
- Meet deadlines and accomplish goals and objectives in a limited amount of time.
- Complete annual performance goals or other duties as assigned by the deadlines established.
- Other duties as assigned.

Revision Date: 1/2022