

# 2024-2025 AmeriCorps Member Position Description



**Partner Organization Name:** Pointe Coupee Early Childhood Coalition

**Corps Member Position Title:** Outreach Coordinator

**Supervisor:** Pheriche Perkins

**Days/Hours of Service:** M-F 9-5

**Physical Location:** 230 Roberts Drive, New Roads, LA 70760

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## **Organization Mission and/or Goals:**

Our mission is lofty and doable. We strive to ensure that all birth to four-year-old children in Pointe Coupée Parish have access to the highest-quality early childhood developmental and educational programs so all are ready for school.

## **Program Mission and/ or Goals:**

The AmeriCorps member will work to ensure the community is actively engaged and aware of resources for families so that all children can have the best early childhood education and development.

## **Member Position Summary:**

The outreach coordinator responsibilities include identification, outreach, and successful partnerships execution. The Coordinator will develop and maintain a comprehensive database of community partners, including their contact information, areas of expertise, and potential contributions to the Collaborative. They will identify potential community partners, including local organizations, government agencies, healthcare providers, and educational institutions. They will research successful community collaboration and governance efforts in the US and conduct a comprehensive review of literature and best practices on community collaboration and governance models. The coordinator will conduct a comprehensive mapping of existing community collaboration initiatives in Pointe Coupee Parish and neighboring areas, including goals, activities, and outcomes of existing collaborative efforts.

## **Member Impact**

The outreach coordinator will work to provide broader community engagement in school readiness. Tangibly, this will result in a master contact list of needed partners for successful Pointe Coupee Early childhood Coalition Initiatives. The consultant will engage with community members and families to access publicly funded services and resources including reaching 1000 families and 500 economically disadvantaged children.

## **Essential Functions of Position:**

In order to achieve the goals of this position the outreach coordinator must contact community members, share resources with community members, create and distribute outreach materials, and conduct follow-up evaluation to determine results of outreach efforts.

## **Ideal Candidate Qualifications**

This is a great entry level role! As long as you love kids, can bring your best self to the job, and are willing to learn we can teach everything else.

Some experience in nonprofit administration, event management, family engagement, social media, community outreach is a plus.

High school diploma required

## **Required Transportation Requirements (ex: own vehicle or able bike to site)**

Reliable transportation to the Coalition offices and transportation around Pointe Coupee parish