



Job Title: PROGRAM COMMUNICATION & RECRUITMENT COORDINATOR Bilingual (Spanish/ English)

Location: Hall St.

Employment Status: Full Time; Salary

Salary Classification: Coordinator

Summary of Job:

The Program Communication & Recruitment Coordinator is responsible for leading all program recruitment efforts and acting as program liaison to ELNC Communications Coordinator.

Direct Supervisor:

The Program Communication & Recruitment Coordinator reports to the Director of Data & Evaluation.

Direct Staff Supervised:

None

Other Key Relationships:

The Program Communication & Recruitment Coordinator will interact and develop relationships with ELNC Staff, partners, parents, community partners, volunteers and other community early childhood program peers.

Essential Job Functions include but not limited to:

- Lead **ALL** ELNC Program Recruitment efforts (EHS, 3 yr. old, GSRP, Fatherhood, Nurturing Parent Education, Baby Scholars, Ready By Five)
- Liaison with ELNC Communications Coordinator
 - a. Provide Program updates for Website
 - b. Monthly Success stories from ALL programs- gathering information and permission to print
 - c. Provide program narratives and success stories for annual report
 - d. Attend program parent engagement meeting for pictures etc.
- PPC Monthly Newsletter to parents with updates from PPC & CEO
- Coordinate program graduation dates to ensure ELNC presence for photos 5. Attend community outreach events for 1:1 recruitment
- Develop presentations to potential organizations to build referral streams.

- Marketing / recruitment to Homebased providers and Refugee community for Ready By Five
- Coordinate Baby Connects activities
- Collaborate with Baby Scholars team for Graduations
- Assist with document translation needs.
- Assist with quarterly open house for past community readers
- Adheres to all policies contained in ELNC's Employee Handbook
- Performs duties as assigned

Essential Competencies Required:

- **Commitment to ELNC Vision and Mission-** The ability to understand, communicate and incorporate the ELNC Vision and Mission into behaviors and attitudes all ELNC staff are expected to exhibit while performing their job responsibilities.
- **Culturally Competent-** The ability to understand, communicate with, and effectively interact with people across cultures.
- **Flexibility/Resilience** – The ability to adjust to and thrive in a complex and changing environment; handles setbacks and failures with professionalism and candor; effectively and appropriately responds in the face of adversity or conflict.
- **Ability to Multi-Task** – The ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion level ample opportunities for supervisor to adjust deadlines.
- **Results-Oriented Thinking and Behavior** – A genuine concern for effectiveness. Possesses the desire to get the job done with excellence; mentally is focused on getting the best results for actions taken; does not settle of mediocrity.

Knowledge, Skills, and Abilities

- Must have excellent written and verbal communication skills.
- Possess good organizational skills in order to maintain and manage records and files.
- General proficiency in computers, including Microsoft Office products and database applications, email and Internet.
- Excellent interpersonal skills with demonstrated patience, tact and respect.
- Able to effectively establish priorities and meet deadlines.
- Ability to be able to work well with minimal supervision.

Minimum Required Education and Experience:

- Bachelor's Degree in Communications and Organizational Management
- Two to three years' work experience supporting a non-profit organization
- **Must be Bilingual (Spanish/English)**

Additional requirements of the position:

- Position is identified as having regular contact with children in accordance with public law; therefore, a criminal background check must be completed
- Program activities frequently take place in the center/site (permanent and mobile), family homes, and other community locations
- Walking, standing, bending, and carrying of small and light objects

Signatures:

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Comment:

Employee: _____ **Date:** _____

Supervisor signature below acknowledges that they have reviewed the job description with the employee.

Comment:

Supervisor: _____ **Date:** _____