

SANTA FE VISTA JOB DESCRIPTION

Position Title: Early Childhood Community Outreach and Resource Coordinator – Americorps VISTA

Organization: Santa Fe Community Foundation and the City of Santa Fe

Start Date: March or April, 2016

Reports to: VISTA Supervisor and Sub-Supervisor

Project Overview

The VISTA project will support Santa Fe collective impact efforts to improve the outcomes of birth to career success, wellbeing and equity for all children, youth, and young adults to age 24 in Santa Fe, with particular focus on low-income and at-risk target populations. The project is led by the Mayor's Children, Youth, and Family Community Cabinet and is supported by the Santa Fe Birth to Career Collaboration at the Santa Fe Community Foundation. Santa Fe is a participant in the President's My Brother's Keeper Community Challenge through these collective impact efforts.

Purpose of Position

The VISTA member will work closely with community leadership and collective impact partners in developing community outreach strategies and communication materials and will support implementation of targeted outreach and program coordination on early childhood issues and resources including prenatal care, home visiting, early literacy, quality early childhood education, and Pre-K enrollment. The VISTA member will also support partners in data collection as needed to inform strategies, implementation and progress.

In addition to the activities related to assigned program areas, all VISTA members will be engaged in supporting broad project goals and activities including organization of Community and Youth Summits, issue-based forums or community fairs, communication in eNews and social media, and data collection and management related to their work areas, including performance measures, to assess both short-term and long-term impact of the work being conducted. Over time, the VISTAs will become more focused on implementation of what has been developed, broaden community outreach/deeper engagement, and expand the work.

Key Responsibility Area: Community Outreach and Resource Coordination **Hours per Week:** 35

Specific Duties:

Support Collective Impact Efforts

1. Support collective impact partners in planning and implementation of collaborative community outreach, program coordination, and system improvement efforts.
2. Attend related meetings and assist with meeting notes and follow-up activities as needed.
3. Research and develop communication materials to advance understanding of the current early childhood issues, system and resources.
4. Assist with planning, outreach and implementation of community engagement activities for collective impact including 2016 Opportunity Santa Fe Community Collective Impact Summit, Youth Summit, Baby Fiesta 2016, Making Sense of Play exhibit and other community outreach events and convenings.
5. Provide and receive support from other VISTAs including collaboration on outreach and community programming.

Targeted Community Outreach

6. Assist partners in planning and implementing targeted community outreach strategy, activities, and events for early childhood programs including prenatal care, home visiting, early literacy, early quality early childhood education, Pre-K enrollment and developmental screening.
7. Create and/or update multi-media community outreach tools (print, web-based, social media, etc.) to inform community members of program.
8. Support providers and partners in recruiting or providing resource information to parents/families for the programs.

Data Collection and Evaluation

9. Support data collection, analysis and reporting to support targeted community outreach and project needs.
10. Assist with development of evaluation tools for assessing the success of efforts.

Qualifications Required

1. Passion and commitment to the Americorp VISTA program's mission of bringing individuals and communities out of poverty. Service-oriented mindset.
2. Hard working. Results-oriented. Motivated to achieve excellence.
3. Ability to work effectively with diverse populations and multiple community partners. Adaptability and flexibility required.
4. Organization skills and ability to prioritize plan, execute and manage multiple work activities.
5. Strong research and problem solving skills especially in tackling complex, ambiguous problems or situations including utilizing best practices and broad knowledge network.
6. Knowledge and/or experience with content area. Experience in early childhood programs, community outreach or previous work experience with the target population or agencies that service the population preferred.
7. Interpersonal, communication and language skills. Positive team contributor. Ability to write clear, detailed reports and correspondence; ability to speak effectively before community partners; ability to listen and get clarification; demonstrated group presentation skills; ability to engage effectively with target population. Spanish language proficiency desirable.
8. Ability to be proactive in identifying project needs and required actions while balancing the need to follow instructions and respond to management direction. Ability to keep commitments, commit to reaching goals, work independently and collaboratively as needed, and complete tasks on time.
9. High school diploma or equivalent required. Associate, Bachelor or Master's Degree preferred.
10. Knowledge of standard professional practices, procedures, equipment and project management. Proficiency in Microsoft Office (Excel, Word, Powerpoint, Outlook) software required. Ability to use other design, web and social media publishing, data visualization and/or infographic software desirable.
11. Some weekend and evening hours may be necessary. Travel around Santa Fe is required; VISTA will need a vehicle or their own way of traveling between sites.

Benefits

- Experience of making a positive change in the community as part of national Americorps VISTA service program
- Opportunity to build broad local network, relationship with key stakeholders, and content expertise in the issue area
- Standard benefits for Americorps Vista member include training, limited health care benefits, relocation expenses, student-loan forbearance or deferment and non-competitive eligibility for a federal government position. May also be eligible for childcare assistance if needed. .
- The VISTA living allowance stipend rate is \$11,796 for a year or average of approximately \$983 a month. Upon successful completion of a year of VISTA service, members are eligible for a \$5775 Education Award or a \$1500 end of service stipend.
- More information about Americorps VISTA program can be found on their website - <http://www.nationalservice.gov/programs/amicorps/amicorps-vista>.