



FIRST THINGS FIRST

Parent Awareness and Community Outreach Coordinator Coconino Region

Job Summary:

Reporting to the Director of Community Outreach and in collaboration with FTF leadership, staff and Regional Council members, the Parent Awareness and Community Outreach Coordinator will be responsible for executing targeted educational outreach and engagement strategies regarding First Things First in the Coconino region. These include: presentations (individuals and groups), public speaking, events, networking meetings, success story writing, media outreach, training, and other outreach strategies as determined. These strategies are targeted toward parents, caregivers, civic-minded individuals, local business and community leaders. This position is based in the First Things First office in Flagstaff, Arizona.

Distinguishing Characteristics:

The ideal candidate will enthusiastically support the vision and mission of First Things First and possess the personal qualities of integrity and credibility. She/he will have the proven ability to work within teams to accomplish multiple tasks and keep multiple projects organized and progressing. The position requires substantial effort to connect with, build community relations with, and engage targeted audiences.

Typical Duties and Responsibilities:

Under the guidance of the Community Outreach Director:

- Work in partnership with central office and FTF Coconino Region staff to engage Arizona citizens and organizations in actively championing early childhood development and health.
- In coordination with FTF Coconino Regional Partnership Council, assume responsibility for outreach in this geographical region and with a set of outreach targets.
- Write regional outreach plan for assigned geographic region and priority audiences; regularly update outreach plan in coordination with Regional Council and Regional Director.
- Act as an expert resource and spokesperson for First Things First.
- Provide outreach and education to diverse audiences through presentations, trainings, one-on-one meetings and networking, events and other outreach strategies.

- Provide regular follow-up with outreach audiences to ensure they are equipped and trained for engagement activities.
- Track and record outreach activities with database and other tracking tools.
- Collect and write success stories.
- Other duties as needed to complete FTF outreach goals.

Qualifications:

- Bachelor's degree preferred. Background in community outreach, communications, public relations or related field a plus.
- Strong communication skills, including the ability to write and speak clearly, succinctly, and in a manner that appeals to a wide audience.
- Experience in public presentations and training.
- Experience with educational grassroots outreach is a distinct advantage.
- Ability to build and maintain positive relationships.
- Ability to coordinate multiple projects and events simultaneously.
- Detail oriented with the ability to meet competing deadlines.
- Creative and solution driven.
- Cooperative in working relationships.
- Must be able to work flexible hours, including some evenings and weekends.
- Comfortable working with minimal supervision and maintaining multiple responsibilities.
- Strong computer skills, including database and Internet and intranet proficiency.
- Reliable, regular and punctual attendance at work during core business hours.
- This position requires day and evening travel within the region as well as monthly travel to FTF Central Phoenix office for training. Must possess valid Arizona driver's license and show evidence of valid automobile insurance coverage.
- Familiarity with and experience working within the Coconino region in Arizona a plus.

Review of resumes will begin on November 25, 2016 and continue until the position is filled. For consideration, please submit your cover letter, comprehensive resume and three professional references to:

www.azstatejobs.gov

In the AZ State Personnel System, the position is classified as a Grade 21, with a salary range of \$47,500-\$49,000. The position is not covered under the State of Arizona Merit system rules.

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