

Early Childhood Community Engagement Coordinator

About Norwalk ACTS

Norwalk ACTS is a non-profit, cross-sector, cradle to career partnership of over 200 civic leaders, educators, organizations, and individuals who want Norwalk to be a connected and equitable community where every child thrives academically, physically, and socially-emotionally from cradle to career. Our mission is to collectively transform systems by ensuring resources, policies, practices, and power structures actively dismantle racism and drive equitable outcomes for every Norwalk child and young person.

Position Summary

The Early Childhood Community Engagement Coordinator will play an integral part in building bridges and cultivating partnerships with parents, families, and leaders in Norwalk communities. We believe that goals and outcomes towards system transformation that are created *with* the community instead of *for* the community are much more likely to meet the needs of young people and their families. The Early Childhood Community Engagement Coordinator will assist with development of Norwalk ACTS' community outreach and engagement plan specifically aligned with the Early Childhood Initiative Plan Goals and Objectives. Also, they will work with a diverse array of community members and stakeholders to support the Early Childhood Initiative Action Plan.

Reports to Manager of Community Engagement

Essential Duties and Responsibilities

- Work with Norwalk ACTS staff and the Early Childhood Initiative members to create strategies and goals to engage community members and to strengthen collaboration and alignment of early childhood education organizations, community based-providers, and Norwalk community to increase quality relationships and connections for Norwalk children
- Coordinate and lead tabling at community events focused on young families and promoting young children's development
- Continuous support of Early Childhood Community Advocates to:
 - Engage and empower Norwalk parents and promote young children's development utilizing the Ages & Stages Questionnaire (ASQ-3), a five domain developmental growth screen and/ or through Sparkler, a comprehensive mobile app for developmental screening, promotion and linkage to support.
 - Assist early childhood education providers and other learning communities in identifying children with developmental concerns and connect them to services as needed to ensure student school readiness success.
 - Participate in community events supporting a community wide system for screening, tracking and promoting young children's development

- Support grant reporting relevant to early childhood community engagement efforts.
- Collaborate with early childhood system providers such as the ASQ Community Liaison, Norwalk early childhood education providers, Norwalk Housing Authority Learning Centers, CQI Team, Norwalk Early Childhood Council and Office of Early Childhood to:
 - help support and solicit input from community members at all levels, to ensure that equity is established as an overall mindset and focus of our work
 - help establish a mindset of continuous improvement and accountability

Essential competencies and qualifications

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

- Relationship oriented individual who has exceptional communication skills and ability to connect with diverse partners and who can easily see how people, ideas, and actions are intertwined with each other.
- Knowledge of processes, tools and techniques for engaging communities to solicit input and build community leadership capacity.
- Strong facilitation skills.
- Knowledge of education and social service systems and the support they provide for students and families.
- Knowledge of the Norwalk community and context.
- Strong track record of developing and maintaining effective working relationships with racially and economically diverse stakeholders
- Capable of making presentations to diverse audiences.
- Proficient in Microsoft office and G-suite.
- Legally able to work in the United States and provide information to complete the I-9 form. Candidates must complete a background checks

Ability to:

- Work independently to organize, set priorities, and coordinate activities among many stakeholders.
- Communicate effectively verbally and in writing, bilingual skills preferred.
- Engage diverse communities and constituencies in support of the Early Childhood Initiative.
- Manage conflict, mediate, and maintain effective working relationships with youth, parents and community partners.
- Function well in a fast-paced work environment where teamwork is essential.

Physical Requirements

The employee is regularly required to communicate clearly, in oral and written formats, with others in person, over the phone, and via other devices. The employee must be able to transcribe, read extensively, prepare and analyze data and figures, constantly operate a computer and other standard office machinery. The employee is required to regularly travel to offsite locations.

Benefits

This position is a part-time hourly position at 10 hours a week. This position is not eligible for employee benefits. Flexible schedule, including work from home options. Opportunities for travel and professional development. Warm, supportive, and nurturing workplace culture!

Rev. October 2022