



Job Description

Position: Community Educational Initiatives Specialist (Sleep Baby Safely Initiative)
Status: Hourly
Salary Range: \$45,000 to \$50,000
Reports to: Director of Community Educational Initiatives

POSITION SUMMARY: The incumbent is responsible for support of ongoing Community Educational Initiatives, such as, the Sleep Baby Safely (SBS) Initiative, the Newborn to Read Initiative, the multiple Kindergarten Readiness Initiatives, and other special programs offered by the Early Learning Coalition in Manatee County.

ESSENTIAL FUNCTIONS:

- Establish connections and maintain cooperation with key partners for the CEI department's initiatives.
- Implement an appropriate plan to disseminate the SBS and Newborn to Read Initiatives' curriculum and/or information to key partners. Prepare to extend the plan to the community at-large.
- Ensure teaching methods and program delivery align with department procedures and goals of other programs.
- Ensure teaching methods provide key partners, families, guardians, and caregivers with understanding of safe sleep environments, effective safe sleep strategies, and risks of unsafe sleep methods.
- Assist families, guardians, and their caregivers in receiving support services for needed resources through information and/or referrals.
- Collaborate with key partners and other community resources for needed resources and program recruitment.
- Accurately collect data used to evaluate the effectiveness of the SBS Initiative or other programs, as assigned, and work with team to revise the initiative, as needed, to meet the needs of Manatee County.

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

COMPETENCIES:

- Attention to Details
- Effective Time Management
- Initiative, Collaboration, and Adaptability
- Organization and Materials Maintenance
- Diversity and Inclusion

WORK ENVIRONMENT:

This position performs its essential functions both inside and outside the office, visiting the children and providers in their environment as well as traveling to professional partners to host training sessions, to provide SBS Initiative program presentations, and information on other Kindergarten readiness programs offered by the Coalition.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to speak and/or listen. The employee frequently is required to stand; walk; use hands to handle or feel; and reach with hands and arms. Staff will regularly lift items up to 25 lbs. while completing functions.

POSITION TYPE/EXPECTED HOURS OF WORK:

This is a full-time exempt position. The hours of operation of the Coalition are 7am-6pm Monday through Thursday, and 8am – 12pm on Fridays. This position will require evening and weekend work to accomplish the goals of program and actual work schedule will be established and fluctuate to accommodate program delivery.

TRAVEL:

Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

MINIMUM QUALIFICATIONS:

- Bachelor’s level degree or equivalent experience in early childhood, special education, or related field.
- Experience working with children birth to five years of age and their families.
- Working knowledge of developmentally appropriate practices as defined by the National Association for the Education of Young Children (NAEYC)
- Demonstrated verbal, written, and interpersonal communication skills.
- Computer skills to include M.S. Outlook, Word, PowerPoint, and Excel.
- Maintain schedule flexibility for evening and weekend activities.
- Maintain valid Florida driver’s license plus insurance as required by state.
- Adhere to all Early Learning Coalition of Manatee County policies and procedures.
- Deemed qualified for employment through Level II Background Screening process.

PREFERRED QUALIFICATIONS:

- Demonstrated public speaking or adult education skills.
- Demonstrated bilingual written and interpersonal communication skills.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities of the individual employed in this position. Duties, responsibilities, and activities may change at any time with or without notice.

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

Employee Name Printed & Signed

Date