

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL
7 NORTH 31ST STREET
BILLINGS, MT**

VACANCY ANNOUNCEMENT

~EXTERNAL/INTERNAL~

POSITION: Outreach and Communications Specialist

PROGRAM: Child Care

WHO MAY APPLY: All Qualified Individuals

WORKSITE: 7 N 31st Street

RATE: \$14.87 - \$18.31 /per hour DOE

HOURS: 40 hours per week

OPENING DATE: Immediately

CLOSING DATE: Until filled

WORK SCHEDULE: M-F 8:00 – 5:00

QUALIFICATIONS: See Job Description

HOW TO APPLY: Submit Completed HRDC Application Form located at www.hrdc7.org along with Current Resume and Cover Letter to:

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL
P.O. BOX 2016
7 North 31st Street
BILLINGS, MT 59103**

HRDC is an Equal Opportunity Employer

JOB DESCRPTION



JOB DESCRIPTION

DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL

Job Description Title: Outreach and Communications Specialist	Department/Program: Child Care
Reports To (Title): Family Services Supervisor/Provider Services Supervisor	FLSA Status: Non-Exempt
Supervisory Position: No	Position Status: Full-Time
Prepared By: Human Resources	Revision Date: October 2019

JOB SUMMARY

Under the supervision of the Family Services Supervisor/Provider Services Supervisor and in accordance with the direction and mission of District 7 HRDC, the Outreach and Communication Coordinator is delegated the responsibility for acting as a liaison between staff, child care providers, parents, and community partners. The incumbent will attend community events and meetings to inform the public about HRDC services, recruit families to the Best Beginnings Scholarship and individuals to begin and establish child care businesses. The Outreach and Communication Coordinator, in coordination with Public Relations/Marketing, will make regular submissions for website posts and social media on HRDC approved sites. They will be responsible for developing, preparing and distributing communications to child care providers, such as class promotion and registration, newsletters, calendars and updates, event information, and child care course catalogs.

MISSION OF THE ORGANIZATION

Through its mission, HRDC-7 empowers people in need through the mobilization and development of community services creating opportunities for success in Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties. All HRDC-7 activities focus on 3 national goals:

- 1) Individuals and families with low incomes are stable and achieve economic security.
- 2) Communities where people with low incomes live are healthy and offered economic opportunities.
- 3) People with low incomes are engaged and active in building opportunities in communities.

ESSENTIAL DUTIES

The requirements listed, are representative of the knowledge, skills, and abilities necessary to perform the essential functions of the job. To perform this job successfully, an individual must be able to carry out each task satisfactorily and perform other duties as assigned.

- Keep records of activities and write reports regarding needs in the community.
- Compile and share information regarding community resources and organizations relevant to child care and early childhood.
- Prepare consumer education and work with HRDC 7's Public Relations/Marketing Specialist to share through social media.
- Design and develop media to be distributed through print and electronic methods.
- Maintain the Child Care Emergency Plan. Offer emergency preparedness expertise for training internally and externally.
- Provide documentation and tracking data as required by program and agency reporting.
- Participate in staff meetings, team building, technical training, and 1:1 supervision meetings.
- Continue professional growth through training, workshops, on-line opportunities as available.
- Work closely with parents and child care providers to inform them of HRDC services and other community resources.
- Perform outreach to communities in Region 7's fourteen county area.
- Assist with Child Care Department events.
- Represent HRDC's Child Care Program at community meetings and events.
- Develop rapport with individuals and agencies in the community.
- Attend community events and meetings to learn about community needs and share information about HRDC services.
- Implement agency work plans at the program level to ensure achievement of set goals.
- Must uphold the Results-Oriented Management and Accountability (ROMA) principles and practices at all times.

Additional Knowledge, Skills and Abilities:

- Must possess interpersonal, oral and written communication skills to establish and maintain effective working relationships with the general public, co-workers, and other business associates from diverse cultural and linguistic backgrounds.
- Ability to use graphics effectively to enhance publications.
- Ability to effectively provide information in a positive, informative and patient manner. Must display a caring, respectful and resilient attitude along with a willingness to adapt to change.
- Demonstrates dependability and punctuality.

- Adheres to a consistent work schedule.
- Demonstrates **professionalism** in the workplace.
 - Maintains professional boundaries with participants;
 - Must have the ability to work with low income and disadvantaged people by modeling an unbiased, non-judgmental attitude.
 - Demonstrates positive and appropriate interactions with coworkers and management.
 - Contributes to a harmonious and productive work environment.
 - Must be a team player to ensure overall program success.
- Demonstrates ability to solve problems creatively while in the office or out in the field
- Knowledge of community resources to assist families, children, child care businesses and emergency planning.
- Nurtures, builds, and mentors employees to build a cohesive team.
- Brings creative suggestions and potential solutions to direct supervisor regarding work barriers and team efficiency.

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Communications/Human Services/Graphic/or related field preferred or equivalent combination of education and experience to fully meet the minimum requirements for the position.

Other: Annual Criminal Background checks and Child Protective Services checks are required.

Licenses and/or Certifications:

Must possess a valid Montana Driver's License, proof of personal automobile insurance and must meet insurability requirements for agency automobile insurance policy.

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

The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer; frequently communicate with co-workers and members of the community on the phone, in writing and in person; needs to move about inside the office to access file cabinets, office machinery, etc.

WORK ENVIRONMENT

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

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.

*I understand that **HRDC-7** reserves the right to revise or change this job description as the need arises.*

I have reviewed this job description and received a copy.

Employee Signature

Date

Supervisor Signature: _____ Date: _____