



POSITION OPENING: Strong Start PN3 Program Coordinator

The Children's Advocacy Alliance (CAA) is seeking an experienced professional to serve as Program Coordinator for our statewide, cross-sector Strong Start PN3 (prenatal to three) Campaign. This is a multi-year, grant-funded position that will work under the supervision of the CAA School Readiness Policy Manager.

ORGANIZATION AND CAMPAIGN BACKGROUND

Children's Advocacy Alliance is an independent voice dedicated to achieving public policy wins in the areas of children's safety, children's health, and school readiness. The CAA creates lasting change by tackling the biggest issues that kids and families face by:

- Bringing people together to build consensus around priorities and to leverage our collective strength toward real reform;
- Collecting, analyzing and sharing research and information with people who make decisions impacting Nevada's children and families; and
- Building public will through education, outreach, and advocacy to solve expansive and chronic problems facing kids and families.

Strong Start is a community outreach campaign aimed at mobilizing parents, educators, advocates, and community and business leaders to make quality early childhood education and development a priority in the state. Strong Start engages others for early childhood education by:

- Building public will through education, outreach, and advocacy to create a collective voice to promote early childhood education and development in Nevada;
- Developing a grassroots movement and increasing business involvement in supporting early childhood education and development; and
- Collecting and sharing research and information for the Nevada community.

POSITION DESCRIPTION

The Strong Start PN3 Campaign is aimed at improving access to and utilization of programs and services for pregnant women, infants, and toddlers who are at or below 200% federal poverty level in Nevada. The Strong Start PN3 Program Coordinator will assist the School Readiness Policy Manager in facilitating and engaging a statewide, cross-sector collaborative with the implementation of a comprehensive policy agenda.

DUTIES AND RESPONSIBILITIES INCLUDE (but are not limited to):

- Work independently to meet monthly objectives set by the School Readiness Policy Manager and the Executive Director.



- Develop communication tools such as memos, professional correspondence, and advocacy materials for distribution to collaborative members, advocates, and potential supporters.
- Research opportunities throughout Nevada to increase exposure and create action plans for Strong Start PN3 Campaign.
- Actively engage with the community and key partners by participating in relevant meetings, councils, conferences, and other events.
- Pursue, coordinate, and staff community engagement and outreach events.
- Work with the Executive Director, CAA staff and Strong Start PN3 Collaborative Leadership Team to implement outreach and coordinate media efforts for the campaign.
- Attend meetings and conferences as required for technical assistance/professional development.
- Perform all other duties as needed and assigned by the Executive Director and School Readiness Policy Manager.

The Strong Start PN3 Campaign Coordinator must have reliable transportation to attend meetings and events in the community, must be willing to work some nights and weekends as needed, and must be able to travel as needed.

QUALIFICATIONS:

- Preferred candidates will have at least a bachelor's degree, preferably in early childhood education, social service, or a related field and/or will have some experience working in a government or advocacy setting.
- Experience with group facilitation and coalition building are strongly preferred.
- Experience with MS Office software, including Word, Excel and PowerPoint.
- Experience with GSuite, including Docs, Sheets, and Calendar
- Experience with and understanding of social media.
- Essential qualities include: self-driven work ethic and comfortable working independently with minimum direct supervision to meet goals; excellent communication (oral and written) and interpersonal skills; ability to multi-task and organize, focus on details and work under tight timelines.
- Ability to multitask and manage multiple priorities in heavy volume, high paced environment.
- Ability to prepare records and reports on a timely basis, and to forward reports as required.
- Ability to establish and maintain effective working relationships with team members, collaborative members, and all partner organizations.
- Bilingual in English/Spanish is a plus, but not required.



HOW TO APPLY

The Strong Start PN3 Coordinator is a full-time, grant-funded position based in Reno or Las Vegas, Nevada. Children's Advocacy Alliance offers competitive compensation, commensurate with experience, and a benefits package.

To apply please send a **resume**, **cover letter (including salary requirements)**, and a **writing sample** to jobs@caanv.org, subject line: Last Name_SS PN3 Campaign Coordinator. We are seeking to hire this position with a potential start date of July 1, 2020, as such this announcement will remain posted only until the position is filled.

No phone calls, please.

Children's Advocacy Alliance values diversity and is an equal opportunity employer: women, minorities, and people with disabilities are encouraged to apply. Please note that only those individuals whose qualifications match the current needs of this position will be considered applicants and will receive responses from Children's Advocacy Alliance.

For more information about the **Children's Advocacy Alliance**, please visit www.caanv.org.

For more information about **Strong Start for Children: Building Nevada's Future**, please visit www.strongstartnevada.org.