

POSITION TITLE: Parent Aware Recruiter

RESPONSIBLE TO: Child Care Aware District Coordinator

WORK SITE LOCATION: within 40 - 60 radius of Montevideo

STATUS: Regular Full-Time/Exempt

SALARY: \$35,600 - \$47,840

FUNCTIONS and RESPONSIBILITIES:

- Implement Child Care Aware recruitment plans in 22 Counties of West/Central District.
- Actively use data on new and existing providers (training, case management data) to identify and reach out to non-participating providers
- Build relationships with provider organizations or provider-related organizations such as CACFP, County Licensors, MLFCCA
- Increase the capacity of the Child Care Aware system organize at the grassroots level
- Assess the capability of the system to organize, develop recommendations based upon assessment findings, and implement recommendations
- Help system identify community leaders and other key messengers/partners
- Develop strategies and deliver recruitment messages
- Determine recruitment gaps and create resources to address gaps
- Educate and build skills of coaches to educate the community about Parent Aware

TECHNICAL SKILLS:

- Knowledge of child development, early learning standards, and community resources
- Ability to establish a maintain reflective and trusting relationships across all levels
- Ability to plan, organize and prioritize work
- Strong interpersonal and communication skills
- Strong business acumen
- Demonstrates ability to form and maintain collaborations among community partners and stakeholders
- Experience working with diverse populations
- Self-starter, motivated, flexible & professional

OTHER REQUIREMENTS:

- Associates Degree in Communications or related field
- Background in Adult Education preferred
- Valid driver's license and reliable vehicle
- Data entry computer knowledge

WORKING CONDITIONS:

The ability to work occasional evening and weekends; travel is required.

While performing duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls, and reach with hand and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl.

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

This job description is not intended to be all-inclusive. Employee will also perform other reasonable related duties as assigned by immediate supervisor.

This job description does not constitute a written or implied contract of employment and may be revised by agency at any time.