

The Early Childhood Council of Hillsborough County (ECC) is seeking:

Community Outreach Coordinator

The ECC Outreach Coordinator is responsible for implementing activities to educate, motivate, and provide the community at large and child health care providers with access to ECC's Community Developmental Screening program and the Help Me Grow centralized access point for effective linkage of children and families to appropriate programs and services. Additionally, this position will create outreach opportunities with faith based organizations to host monthly developmental screenings, identify pediatric practices and community hubs such as the zoo, Glazer Children's Museum and libraries for the purpose of enhancing developmental screening throughout Hillsborough County. The Outreach Coordinator will establish a presence in the community that encourages support for and participation in the ECC's Screening program and the Help Me Grow system, and engages families to help them learn about child development, ECC's Developmental Screening program, and the role of Help Me Grow.

Required Education:

- Bachelor's Degree required in communications, public relations, early childhood development, special education, social work, psychology or related health or human services field preferred.

Required Knowledge, Skills, and Abilities

- Ability to provide trainings and presentations, and coordinate outreach events.
- Knowledge of services supports and systems that serve children and families, particularly Hillsborough County's system for early childhood services.
- Ability to use reflective listening and motivational interviewing techniques.
- Bilingual Spanish a must
- Ability to work effectively with people of diverse backgrounds and demonstrate cultural sensitivity.
- Knowledge of and respect for confidentiality involving clients, stakeholders, and fellow employees.
- Ability to establish and maintain effective working relationships with others.
- Ability to work independently and collaboratively with limited supervision.
- Ability to plan, organize, and coordinate multiple work assignments with an attention to detail.
- Skilled in software applications such as Microsoft Office Suite for word-processing, spreadsheets, and databases.
- Ability to exhibit a professional appearance and demeanor.
- Ability to maintain a valid driver's license, reliable transportation, and automobile insurance.

Primary Job Duties:

- Assist with coordination and set up for monthly developmental screening events.
- Establish and maintain relationships with community and health care providers.
- Promote and provide training and technical assistance to pediatricians, prenatal care clinics, hospitals, and other child health care agencies providing services to children.
- Maintain a comprehensive log of health care provider communication, visits, and training
- Represent and increase awareness of Community Developmental Screening and Help Me Grow services at interagency networking meetings and with other community organizations.
- Prepare for and participate in local health fairs and community events.

Resumes to: BVidal@ecctampabay.org. Type ECC/Outreach Coordinator in the subject line or mail to:

Early Childhood Council, Attn: BVidal, 4210 W. Bay Villa Avenue, Tampa, Florida 33611. EOE/dwfp.

Inquiries to Steve Martaus, Executive Director, at (813) 837-7871 Salary range: \$37 - \$46,000.