

2022-2023 AmeriCorps Member Position Description



Partner Organization Name: Pointe Coupee Early Childhood Coalition

Corps Member Position Title: Program Outreach Coordinator

Supervisor: Pheriche Perkins

Days/Hours of Service: M-F 8:30-4:30

Physical Location: 230 Roberts Drive, New Roads, LA 70760

Organization Mission and/or Goals:

Our mission is lofty and doable. We strive to ensure that all birth to four-year-old children in Pointe Coupée Parish have access to the highest-quality early childhood developmental and educational programs so all are ready for school.

Program Mission and/ or Goals:

The mission of the Pointe Coupee Parish Early Childhood Coalition is to ensure every child enters school ready to learn, with a focus on the whole child.

Member Position Summary:

Promote, develop and protect family engagement as a driving force in PCECC's work through family outreach and sharing the work of the coalition in the broader community.

What are the measurable short and long-term goals that should be achieved by the member during their service term that the member can be evaluated on?

- 1-Building out a network of family resources and publicizing them to the broader community
- 2-Engaging with parents and families to access publicly funded services and resources
- 3-Creating ongoing parent education and development structures and ensuring that they have consistent participation and reach

4-Bringing home visiting programs to scale in the parish through an education and engagement plan

5-Growing existing family engagement programs to service more people.

6-Leading the creation of family and parent leadership opportunities

Essential Functions of Position:

- Plans, promotes and conducts activities that are relevant to audiences/communities served and works with public relations contractor to promote such events (activities to be authorized by Executive Director).
- Serves as contact person for families, family child care, licensed child care centers and Head Start Centers to address requests for family support and referrals to quality care. Communicates these requests regularly in writing.
- Keeps digital logs of such requests and the time allocation for such.

Ideal Candidate Qualifications

- Customer service, facility with computers (able to use google drive/google docs or similar products)
- Requires a High School Diploma

Required Transportation Requirements (ex: own vehicle or able bike to site)

Own vehicle or able to bike to the site