



Job Description – WNC Early Childhood Coalition Engagement Specialist

Program:	WNC Early Childhood Coalition (Children First/Communities In Schools is the Fiscal Sponsor)
Reports to:	WNC ECC Director
Hours:	Minimum 30 hours/week. This position is full-time, salaried, non-exempt. Some evening/weekend meetings. Flexible scheduling outside of required meetings.
Salary:	CF/CIS is certified by Just Economics as a Living Wage employer. This position has a range of \$27.07 - \$29.62/hour.
Location:	Currently, the position is remote with occasional in-person meetings at Children First/CIS offices or other sites in Asheville, NC, and in western NC.
Benefits:	Paid vacation, paid sick days, paid holidays. Access to Children First/CIS medical, dental, vision, life, and other insurance products.
Education:	High school diploma/GED required; post-high school education (even if degree not completed) preferred along with 2-5 years of relevant experience.
Other:	Valid driver's license and ability to travel to meetings in the Asheville, NC area and other western NC counties.

The WNC Early Childhood Coalition focuses on improving affordability, accessibility, and quality of early childhood care and learning in western counties. The Engagement Specialist recruits and supports parents, child care providers/teachers, organizations, and advocates that participate in WNC ECC meetings and events. The Engagement Specialist is part of the WNC ECC team and works on a variety of activities to support the strategic plan including communications; policy analysis; data collection/analysis; community meetings; and policy maker relations. The position includes independent work and working within a team on one-time and ongoing projects.

Ideal candidates embody the following:

- A strong commitment to public policy advocacy to enhance opportunities for the well-being of children and families, promote racial equity, and expand economic opportunities.
- Relevant experience in early childhood policy and/or services.
- A willingness to learn and grow from constructive feedback and life experiences.
- Proficient in creative and critical thinking skills.
- The ability to foster positive relationships characterized by trust, tact, and integrity in interpersonal interactions.

Success in this position requires the following skills:

- Possesses exceptional interpersonal, verbal, and written communication skills.
- Demonstrates the ability to prioritize and organize tasks effectively while managing multiple projects and deadlines.

- Exhibits proficiency in notetaking during group meetings, ensuring the accurate capture of key points and relevant follow-up actions.
- Maintains a keen attention to detail when preparing for meetings, events, and gatherings to uphold standards of excellence.
- Displays skills in data tracking and content creation to support grant reporting and achieve organizational objectives.
- Facilitates strong relationship-building with diverse staff, volunteers, and partners.
- Possesses an understanding of public policy processes at the local, state, and federal levels.
- Demonstrates competency in computer software, including proficiency in Office 365, and familiarity with video conferencing platforms such as Zoom and Microsoft Teams.
- Capable of creating basic graphs and tables in Excel, conducting reliable web searches for data and information, managing basic data entry, posting images and text to social media, and troubleshooting common technical issues.

Key Responsibilities:

- Support senior staff in implementing the strategic plan.
- Conduct outreach initiatives to recruit prospective members throughout Western North Carolina.
- Organize meetings, listening sessions, and training events, ensuring that all necessary follow-up communications and preparations are executed efficiently.
- Assist in conducting research and follow-up related to advocacy priorities and strategies, including communication with elected officials.
- Monitor local, state, and national discussions on early childhood care and education to support advocacy planning and policy analysis.
- Contribute to developing advocacy communications, including email alerts and social media posts.
- Attend training sessions, webinars, public events, and meetings as directed by the Director.
- Conduct research and prepare reports and updates as assigned.
- Maintain records essential for the evaluation and monitoring of coalition activities.
- Aid in grant writing and fundraising efforts for the Western North Carolina Early Childhood Coalition.
- Participate in coalition staff meetings and any mandatory Children First/Communities In Schools of Buncombe mandatory meetings. (CF/CIS).
- Undertake additional duties as assigned.

To Apply: Send your cover letter and resume to employment@wncearlychildhood.org. Interviews will begin the week of July 28. Position is open until filled. References will be required prior to final interview.