

**Stamford Cradle to Career/United Way of Western CT  
Job Description Form**

<b>Position Title:</b>	<b>Community Coordinator</b>	<b>HR USE ONLY</b>
<b>Position Reports to (job title):</b>	Vice President of Strategy and Operations	<input type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non-Exempt</b>

**1. Position Summary**

The Community Coordinator works with Stamford Cradle to Career (SC2C), a collective impact organization focused on streamlining the early childhood system to better serve parents and providers and ensure all children are ready to learn in Kindergarten and beyond. The liaison will coordinate efforts with Family Centers and other community providers, including our sub-contractor, Child Guidance Center. Two goals for this new position are: 1) to create a systems approach to increasing participation in home visiting programs for pregnant women, and 2) to establish a developmental monitoring and screening system in Stamford using the Ages and Stages Questionnaire (ASQ) and a Continuous Improvement (CQI) process. The EC Community Liaison will work with the 0-5 Early Childhood Community Action Network of SC2C to implement the plan and will actively engage with providers (e.g. home visiting, school readiness, pediatricians, early childcare providers, Ferguson Library, Stamford Public Schools, parenting programs, etc.) and parents to promote the importance of developmental monitoring, developmental screening, and home visiting.

**2. Essential Functions**

- Increase awareness of home visiting and parenting programs in the community to ensure expectant mothers and parents participate. This will include implementing a strategy to share information widely and acting as a resource to community providers including schools, health care and nonprofit partners.
- Coordinate regular case conferencing meetings between parenting programs and home visiting providers with the goal of providing more effective services to parents and their children.
- Increase the understanding of the importance of early childhood monitoring, screening and promoting of the ASQ and Sparkler to community partners, including early childhood providers, healthcare providers, community organizations, and parents.
- Arrange and provide trainings to providers and parents around the administration of the ASQ.
- Collaborate with Child Development Infoline (CDI) and participating providers to create a Stamford ASQ database and ensure that participating providers are entering ASQ data into the CDI online data system.
- Coordinate all ASQ and Sparkler work with SC2C's Sparkler Coordinator and Parent Liaisons.
- Stay up to date on and participate in regional and state early childhood work, including but not limited to Help Me Grow, CT Office of Early Childhood, etc.
- Follow and prioritize local and state policy and advocacy opportunities to promote early childhood services and funding. Mobilize parents, community members and local organizations to advocate and support aligned policies.
- Develop central hub of resources for families with children ages 0-5. Work closely with SC2C's Community Engagement Manager to develop a communications and outreach plan for sharing the resources with hard to reach families.
- Help manage and facilitate SC2C's 0-5 Early Childhood CAN. Carry out community-based tasks as outlined in the 0-5 Early Childhood CAN workplans.

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**3. Job Expectations**

- Expected to successfully complete the deliverables above.
- Maintain concise and professional communication with community partners.
- Participate in monthly 0-5 Early Childhood CAN meetings.
- Participate in SC2C staff meetings.
- Participate in monthly data meetings.

**4. Required Experience and Requirements**

- Bachelor's Degree or equivalent work experience.
- Experience in Early Childhood field, preferably in Connecticut.
- Bi-lingual (English and Spanish)
- Strong public speaking and presentation skills.
- Data entry skills
- Demonstrated attention to detail
- Strong interpersonal and communications skills
- Strong analytical and problem-solving skills
- Must be willing to work flexible hours with evening and weekend availability as necessary.
- Strongly preferred qualifications:
  - Experience with ASQ and/or Sparkler
  - Experience with home visiting

*Statements in this Job Description are intended to describe the general nature of work being performed. They are not intended to be a complete list of all responsibilities, duties and skills required for the position.*

Approved: \_\_\_\_\_  
Department Head

Date: \_\_\_\_\_