

# EARLY LEARNING COALITION OF PASCO AND HERNANDO COUNTIES, INC.

## JOB DESCRIPTION: COMMUNITY ENGAGEMENT SPECIALIST

REPORTS TO: ORGANIZATIONAL AND PUBLIC ENGAGEMENT SUPERVISOR



STATUS: Non-Exempt

SALARY RANGE: \$39,000 - \$65,000

**The Coalition is a fully tobacco-free environment, to include the interior and exterior of all premises and Coalition-owned vehicles.**

The Grants and Outreach Coordinator will be responsible for managing the organization's grants and outreach efforts. This position plays a critical role in securing funding for early childhood programs, fostering community relationships, and promoting the organization's mission through outreach activities.

### RESPONSIBILITIES:

#### Grants Management:

- Research and identify potential grant opportunities from foundations, government agencies, and other sources.
- Write, submit, and track grant proposals, including reports to funders on program progress, outcomes, and financial updates.
- Maintain an organized database of grant opportunities, deadlines, and reporting requirements.
- Collaborate with program teams to ensure compliance with grant requirements and prepare necessary documentation.

#### Outreach and Community Engagement:

- Develop and implement outreach strategies to raise awareness about the organization's mission and services.
- Build and maintain relationships with community organizations, local leaders, schools, and other stakeholders to foster collaboration and support for early childhood initiatives.
- Organize and participate in community events, conferences, and workshops that promote the organization's programs.
- Serve as a liaison for the community, ensuring their voices and needs are heard and represented.

#### Marketing and Communications Support:

- Assist in creating marketing materials, including newsletters, social media posts, and information packets, to share the organization's impact and upcoming initiatives.
- Help craft compelling narratives that highlight the importance of early childhood education to engage donors, partners, and the public.

#### Reporting and Tracking:

- Maintain accurate records of grants, donations, and outreach activities.
- Analyze outreach and grant efforts to assess effectiveness and identify areas for improvement.

- Prepare regular reports on progress and outcomes for internal stakeholders and funders.

**REQUIREMENTS:**

- Bachelor’s degree in Nonprofit Management, Communications, Early Childhood Education, or a related field.
- 1+ years of experience in grants writing, outreach, or a similar role preferred
- Exceptional writing and communication skills, with the ability to create compelling proposals and outreach materials.
- Ability to manage multiple projects and deadlines efficiently.
- Strong attention to detail and organizational skills.
- Proficient with Microsoft Office Suite, Google Workspace, and donor management software (experience with grants management software a plus).
- Must be available to work a flexible schedule.
- Occasional out-of-town travel and overnight stays may be required.
- Professional appearance and presentation.
- Must clear background-screening requirements and drug testing.
- Ability to bend, lift and carry up to 25 pounds.

Must have a valid Florida driver’s license, proof of insurance and reliable transportation

**This position is contingent upon available funding.**

I, \_\_\_\_\_, have read the requirements as listed above.  
I understand and accept the duties and responsibilities as described.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date

Created – Feb 1, 2025