

**WILD RIVERS COMMUNITY FOUNDATION
879 J Street Crescent City, California 95531**

**EDUCATION COMMUNITY DEVELOPMENT SPECIALIST
Building Healthy Communities, Del Norte County and Adjacent Tribal Lands
POSITION DESCRIPTION**

Reports to: Hub Manager
Time Base: Approximately 1600 hours
Status: Contract

Project Summary

Del Norte and the Adjacent Tribal Lands (DNATL) is one of fourteen places in California participating in Building Healthy Communities (BHC), a ten-year initiative of The California Endowment (TCE). The goal of BHC is to “support the development of communities where kids and youth are healthy, safe and ready to learn”

Position Summary

The Education Community Development Specialist (ECDS) is expected to provide strategic consultation in achieving Building Healthy Communities objectives, with specific responsibility for coordinating the implementation of early childhood education and K-14 school system policy activities in Del Norte and the Adjacent Tribal Lands.

This is a contract with compensation commensurate with education and experience. This is not a state or federal position.

Duties

The Education Community Development Specialist will:

- Manage, facilitate and support early childhood education and school system teams, workgroups and areas of energy to implement the change strategies identified in the DNATL BHC plan.
- Connect and coordinate local work to regional and statewide activities, opportunities and resources through The California Endowment and other partners.
- Raise the profile of education and employment outcomes through data collection and analysis, evaluation and learning.

To achieve this, the Education Community Development Specialist must:

- Develop and execute base-building plans that conduct outreach to schools, organizations, collaborative partners, parents and grassroots efforts in order to create or support early childhood education and school system implementation teams.
- Facilitate dialogue and development of campaign plans and strategies with teams and stakeholders in order to affect institutional and social change.
- Participate in reflection and evaluation of campaign plan activities.
- Participate in leadership development and community planning workshops focusing on skills relate to community organizing, community development, policy analysis and other relevant topics.
- Provide administrative support and infrastructure to sustain team momentum.
- Represent DNATL on statewide/national calls and convenings.
- Represent DNATL at The California Endowment, Humboldt Area Foundation, Wild Rivers Community Foundation and other partners at meetings, trainings and gatherings, where appropriate.
- Examine best/promising practices, research, trainings and other relevant learning opportunities; connect those efforts locally to teams, community groups and the BHC Hub, where appropriate.
- Interface with teams and subcontracted data and evaluation team; link data collection, analysis and evaluation design process for youth-related work.
- Identify and cultivate funding opportunities to support teams and implementation of campaign plans

- Meet regularly with TCE Program Manager and Hub Manager to coordinate overall strategy and provide support to the BHC initiative.
- Actively participate in a learning team, comprised of individuals in separate geographic and ethnic communities, across organizations working on the overall BHC plan through various methodologies of community development.

Minimum Qualifications:

Education & Experience: Bachelor’s degree in community development, education, health, public policy/administration or similar degree with professional work that has provided the applicant with the knowledge and abilities listed below.

Knowledge, Abilities & Specialized Skills:

- Demonstrated understanding of community development, community organizing and public health and prevention focused initiatives;
- Experience working with education systems;
- Experience working in rural, diverse, and low-income communities;
- Demonstrated capacity to work competently with Latino, Hmong, Tribal, youth and other diverse communities;
- Ability to develop strategic plans or campaigns;
- Ability to support data collection, analysis and evaluation design;
- Experience in collective action frameworks, group facilitation and management;
- Excellent attention to detail, including content and format;
- Above average verbal and written communication skills including spelling, grammar, usage, clarity, and style;
- Ability to communicate effectively with a wide variety of individuals and organizations
- Grant writing experience;
- Ability to manage multiple tasks;
- Ability to handle confidential information appropriately;
- Ability to work independently and as part of a team;
- Ability to maintain professional demeanor and perform calmly in stressful situations;
- Ability to handle situations with creativity, diplomacy and sensitivity to the needs of a wide variety of community stakeholders and partners.
- Above average computer skills including Word, Excel, internet;
- Car and valid driver’s license;
- Ability to work evenings and weekends as needed;

This is a grant-funded position contract. Initial funding is committed for approximately 1600 hours through July 2014.

WRCF is an equal opportunity organization. WRCF considers applications for all contracts without regard to race, color, religion, gender, sexual orientation, national origin, age, marital or veteran status, the presence of a non-job-related condition or disability, or any other legally protected status.

For more information, please contact HUB Manager, Amber Talburt at: atalburt@wildriverscf.org or (707) 465-1238.

To Apply:

Please send resume, cover letter and three references electronically to:

Kathy Van Fleet
 Humboldt Area Foundation
kathyv@hafoundation.org
 Contract Open Until Filled.