



## Job Description

Position: Outreach and Consumer Education Specialist  
Location: FCMT, 202 2<sup>nd</sup> Ave S Suite 201, Great Falls MT 59405  
Supervisor: Communication Director

### Minimum Requirements

- Bachelor's Degree or equivalent experience with customer service, administrative, human services, marketing, fund raising or outreach experience.
- Two years marketing, sales, and outreach experience.
- Computer skills with Microsoft Office Products.
- Strong communication and organizational skills.
- Cannot own/operate a child care facility.
- Must be willing to work flexible, non-traditional schedule including nights and weekends.
- Must have a valid driver's license.
- Ability to lift 25lbs.

### Outreach and Event Coordination

- Work with Communications Director and Region 6 Program Director to support the FCMT Annual Plan and Strategic Plan.
- Track spending and remain in annual budget with narrative justification.
- Attend outreach events. Analyze and determine the best events, return on investment for outreach, staff the event, coordinate other staff attendance, etc.
- Attend meetings, task forces, business after hours, business for breakfast, legislative forums, and other outreach opportunities events on behalf of FCMT.
- Organize and attend regional outreach events for outlying areas on a quarterly basis. Host early childhood provider and family recruitment events.
- Coordinate the delivery of outreach materials throughout the region. Track the places where materials are displayed and manage replenishment.
- Complete Business Outreach. Meet with local business leaders, Chamber of Commerce, and Economic Development groups to educate them on the importance of child care to workforce readiness.
- Coordination of Advocacy with local, state, and national representatives on early care and education.
  - Update contact information for local, state, and national representatives.
  - Coordinate meetings with local, state, and national representatives.
  - Engagement in advocacy groups (ENHANCE MT, etc.)
  - Host Regional, local Town Hall Meetings or Legislative Session on early childhood issues.
- Coordination and Engagement with Media including press releases, stories, and opinion pieces and letters to the editor.
- Presentations for FCMT as needed and appropriate.

## Data & Communication Plan Duties

- Support the creation of the Resource Guide updating current and expanding to regional services.
- E-Newsletter for all interested parties for FCMT.
- Work with Social Media Team for Facebook posts, social media management and Web Site articles.
- Coordinate Program Story collection, data entry and inclusion in communication plan.

## Emergency Preparedness Grant

- Attend all required training and meetings regarding the Emergency Preparedness grant.
- Work in coordination with the MTCCRRN to ensure data is collected and sent accordingly to the Project manager.
- Offer training, coaching, distribution of the E-Prep kits and other TA support to providers in accordance with the grant.
- Establish and work with guardian programs in regions 5 & 6.
- Coordinate with the FCMT Emergency Plan team on the FCMT internal emergency plan.

## General Work Expectations:

- Comply with all Family Connections Guidelines and Policies.
- Work cooperatively with the team and model the mission, vision, and values of the organization to co-workers, board, and community.
- Build relationships with partner agencies, child care providers, and community.
- Submit completed time sheets on 15<sup>th</sup> and the end of month day requested and submit leave requests well in advance of anticipated leave.
- Maintains confidentiality of providers, co-workers, and agency. Does not share internal information with outside personnel, funders, providers, families, etc.
- Ensure the office is covered with adequate staff 8am to 4pm daily. Ensure that the office is opened/closed, emergency plan is followed, or emergency IT needs are addressed, etc. to meet organizational needs when other leadership is out of the office and an emergency arises.
- Behave as a courteous and responsible representative of FCMT in interacting with other staff, the members of the Board of Directors and community members.
- Further promote FCMT and its mission to community members, potential donors, clients, and policy makers, as directed or as opportunities arise.
- Engage in FCMT's community fundraising, special events and outreach activities.
- Meet deadlines and accomplish goals and objectives in a limited amount of time.
- Complete annual performance goals or other duties as assigned by the deadlines established.
- Other duties as assigned.

Revision Date: 4/2021