



United Way of
Whitley & Kosciusko Counties

Job Description

Position Title: Outreach Specialist – Whitley County

Employed By: United Way of Whitley & Kosciusko Counties

Reports to: Director, Launchpad Coalition

Part-Time: 15-20 hours per week

Primary Duties & Responsibilities

This position will serve as a primary point of contact for businesses, childcare & community groups on the issue of local childcare. Serving as an advocate, connector, and relationship builder to grow and strengthen childcare & early learning in Whitley County

I. Qualifications

A. Education & Experience

- Bachelor's Degree is preferred, particularly in the areas of early childhood education, education, or marketing.
- 4+ years in an early childhood setting or in community-based projects, administrative experience & group facilitation experience.

B. Job Requirements

- Self-Starter with strong organizational skills
- Solid written & verbal communication skills
- Able to facilitate group discussions
- Can build professional relationships with local community members, regional partners, and state-level organizations.
- Can work with diverse groups
- Able to maintain confidentiality
- Proficient with office software (Microsoft office, etc.)

II. Duties & Responsibilities

- A. Work in concert with the Launchpad Coalition to develop a Whitley County network of childcare providers, businesses, and community groups.
- B. Cultivate strong relationships with regional and state-level resources to access significant opportunities for Whitley County.
- C. Develop messaging around the issue of childcare to be shared locally to help all community members understand the benefits of a robust set of childcare options.
- D. Participate in local, regional & statewide forums in which childcare and early learning data and trends are to be shared for the purpose of developing expertise.



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III. Priorities – *In the first six months . . .*

- A. Connect with all local childcare providers to develop a working knowledge of the current state of childcare in the community.
- B. Assess the needs of local businesses regarding their interest & needs regarding childcare.
- C. Work in concert with the Launchpad Coalition to take advantage of the current boon of resources related to stimulus funding to draw all available funding into the community.
- D. Coordinate the development of a Whitley County advisory team to help the efforts be more focused and efficient.