

## **Orange County Partnership for Young Children Communications and Engagement Coordinator**

The Orange County Partnership for Young Children seeks a communications and engagement professional to support its mission to ensure children start kindergarten healthy and ready to learn. The position is responsible for developing and implementing the information services, community education, event planning, and outreach functions of the Partnership. The coordinator will research, write and produce Partnership publications, such as newsletters, annual reports, resource guides, fact sheets, blogs, and brochures; maintain a proactive online presence, including website and social media; develop and coordinate events for and in support of children and families; ensure awareness of the Partnership's work and issues in early childhood education through press releases, effective email communication to multiple audiences, presentations, representation at external meetings and events, and other outlets; assist with data-gathering activities to develop and maintain an accurate portrait of the well being of the county's children and families; and assist with resource and fund development, including developing and maintaining resource databases and managing donor communications.

**Qualifications:** Requires a minimum of a Bachelor's degree in communications, marketing, public relations or related field; Master's degree preferred. Minimum of 3 years experience in the communications and engagement field with broad-based experience in product development and outreach activities desired. Knowledge of or experience with early childhood care and education and the Smart Start system a plus. Excellent writing, editing, and proofreading skills are critical to this position as is experience with Adobe publication and graphic tools and WordPress. Excellent interpersonal and communication skills; presentation skills; creativity and flexibility; ability to gather, analyze, and present data; ability to work independently and with teams and engage effectively with community partners; technology proficiency. Competitive salary and benefits. EOE.

**Submit cover letter, resume, and salary requirements by Friday, July 5, 2019, to [programs@orangesmartstart.org](mailto:programs@orangesmartstart.org).**