

MCCOY, Inc.
Job Description

Job title: Early Intervention Community Coordinator
Status: Exempt, regular full-time
Reports to: President, Executive Vice-President

Job Summary

The Early Intervention Community Coordinator will be responsible for working w/ our Early Intervention & Prevention Services (EIPS) partners, sponsors, collaborators and staff to create and implement a new community wide strategic effort for coordinating Early Intervention and Prevention services. The goal is to help reduce the number youth and families that become involved with the child welfare and juvenile justice systems.

Primary Responsibilities

- Work w/ staff and existing resources to quickly create an EIPS program steering committee comprised of service providers, referral sources, and other community partners
- Coordinate a strategic planning exercise (facilitated by outside vendor) to guide implementation efforts in 2010/2011.
- Cause agencies and/or programs “new” to MCCOY to complete a profile in the Resources Online for Youth database/website
- Develop and nurture positive, strategic relationships with current and potential early intervention service providers and referral sources.
- Serve as lead staff-person in preparing required outcomes reporting to the EIPC and funders.
- Work with agency communications director to ensure that all EIPS communications efforts and collateral are consistent with approved MCCOY brand strategies.
- Develop, author, implement, and maintain an e-newsletter for all logical EIPS constituencies
- Effectively represent MCCOY at occasional public events including public speaking responsibilities
- Responsible for consistently increasing community awareness of EIPS & MCCOY missions, activities, and accomplishments
- Work in concert with MCCOY and program staff to develop annual plans and budgets.
- Work with MCCOY staff to keep MCCOY’s website updated, relevant, and user-friendly.
- Collaborate with staff efforts to maintain the integrity of applicable databases.
- Remain informed and conversant on MCCOY’s activities, work plan, and collaborations.

Bachelor degree required, additional education a plus. Experience in community organizing, child welfare, forging collaborative systems from varied parties, public advocacy, media and public relations experience(s) very helpful. Experience or knowledge of the field of youth development and principles of positive youth development valuable. Nonprofit background very helpful.

Essential Personality Traits

- Positive
- Outgoing
- High Level of Maturity
- Collaborative, Team-player
- Self-Starter, Strong Time Manager
- Confident
- High Level of Commitment Positive