

**Position Title:** Community Liaison

**Qualifications:** Requires a Bachelor's degree, with a major field of study or degree emphasis in business administration, marketing, education, training/development, organizational development, human relations, social services, or related field of study. Must possess excellent written and verbal communication skills, computer skills, collaboration skills, and the ability to work effectively with diverse groups of people. Early childhood and school district experience a plus.

**Location:** Osseo Area School District

**Position description:**

To inspire and prepare all students with the confidence, courage, and competence to achieve their dreams; contribute to community; and engage in a lifetime of learning by developing and managing a comprehensive outreach program - including an ongoing marketing and promotions plan - to develop family and community awareness about and increase participation in Early Childhood & Family Education (EC&FE) programs including ECFE, School Readiness, district Pre-K, and Early Childhood Screening.

Under the direction of the Community Education Coordinator - Early Childhood & Family Education - the position is responsible to plan, develop and implement a comprehensive community outreach program, act as a liaison with community resources, establish and maintain effective relationships with stakeholder groups, and perform other comparable duties of a like or similar nature as assigned.

**Duties include:**

- Provide an ongoing marketing and promotions plan and public information program aimed at continuously informing internal and external stakeholders about ECFE, School Readiness, district Pre-K and Early Childhood Screening.
- Manage and compile data regarding EC&FE outreach activities; develop recommendations for program goals and improvement; assist in preparation of periodic reports
- Conduct, manage data, and compile reports on an ongoing Community Needs Assessment in order to monitor trends of the field and the interests and needs of families with young children that live in the school district.
- Schedule, plan and conduct meetings with stakeholders for the purpose of coordinating program activities and initiatives.
- Identify and interface with local community resources and agencies that work closely with immigrant communities.
- Build connections with the diverse communities and assist families with participation in EC&FE programs.
- Develop relationships between the school district, EC&FE, Community Engagement department and community resources.
- Assist Program Manager to plan, develop and implement informational literature, brochures, television, radio, and website information to develop family and community awareness and encourage participation in EC&FE programs
- Maintain a planned and systematic program of communications and accountability aimed at continuously informing external and internal stakeholders of EC&FE plans and activities.
- Work cooperatively with and collaborate with various community and school agencies, parental and neighborhood groups in the development of EC&FE outreach initiatives.

- Maintain liaison with district, state, and community committees and representatives in the development and implementation of EC&FE outreach projects and initiatives.
- Assist site administrators in providing a climate that supports and welcomes students and families to the school district and helps to raise the awareness level of the district as a whole and EC&FE programs

**Schedule:** Monday - Friday. Occasional evening and weekend hours.

**Bargaining Unit:** Equity Staff

**FTE:** 40hrs/week - 186 days

**Application Procedure:** <https://www.applitrack.com/osseo/onlineapp/jobpostings/view.asp?category=Equity-Nonlicensed>