

JOB DESCRIPTION

TITLE: Central Lake Early Opportunities (CLEO) Coordinator

SUMMARY:

The CLEO Coordinator is a new role, established to create increased coordination and connection among the diverse partners supporting early childhood efforts, through programs, services, and funding, in Central Lake. Since 2015, a solid foundation of programming has been developed and implemented to support children 0-8 and their families - this position will provide important coordination to continue to elevate the work and the impact.

The CLEO Coordinator will serve as a convener and connection of the various partners, services, and programs advancing the vision and goals of CLEO. The Coordinator will manage data collection and reporting, coordinate internal and external communication, support collaboration among partners and families, maintain a community presence for CLEO, provide strategic oversight for CLEO, including identifying needs and opportunities and exploring additional funding or grant opportunities.

The CLEO Coordinator role is hosted by Communities In Schools (CIS) of NWMI on behalf of the CLEO Steering Committee, which includes representatives from CIS, Central Lake Public Schools, Northwest Michigan Community Action Agency, Char-Em ISD, Great Start Collaborative / Parent Coalition, and the GT Regional Community Foundation. The CLEO Coordinator will be an employee of CIS and be provided office space within Central Lake Elementary School. The position will be supervised by the CIS Executive Director and will be accountable to the CLEO Steering Committee.

EXPERIENCE AND SKILLS PREFERRED:

- Bachelor's Degree in a related field, with preference given to a candidate with a Master's Degree in and experience in the field of Early Childhood and/or Education
- Prior experience with early childhood, education, or other community/children and family based entities
- Knowledge of Strengths-Based Theory and an ability to work in a Strengths-Based approach
- Experience in collecting, organizing, analyzing, and sharing longitudinal data
- Exhibit strong interpersonal skills
- Be an effective communicator in both verbal and written formats
- Be self-motivated and self-directed
- Knowledge of community resources, demographics, and understands the diverse needs of families and the impact that has on the greater community
- Willingness to travel throughout Northwest Michigan, including primarily Charlevoix, Emmet, & Northern Antrim Counties
- Willingness to attend meetings and trainings located out of local area
- Computer skills, including proficiency in Microsoft Office, social media, databases, etc.

JOB FUNCTIONS:

- Embrace the unique strengths and needs of all young children and their families in the Central Lake community.
- Support collaboration among various partners (including all EC partners and parents/families) in developing a network that enhances outcomes for families of young children, birth to age 8 in the Central Lake community.
- Facilitate on-going community and partner conversations.
- Understand and navigate various collaborative relationships which are essential to moving the CLEO vision forward.

- Facilitate strategic planning process that systematically addresses the community strengths and needs identified.
 - Develop an Action Agenda that details the resources and actions needed to move forward with the priorities for implementation.
 - Convene and facilitate the CLEO Steering Committee.
 - Lead and execute CLEO communications plan (internal and public).
 - Develop a plan for data collection, review, and analyzing.
 - Support the exploration for additional funding/grant opportunities.
 - Serve as a primary liaison between CLEO and the CLEO Steering Committee and the GT Regional Community Foundation including to coordinate funding requests and to prepare and submit reports.
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REPORTS TO: CLEO Steering Committee, with supervision provided by Communities In Schools of NWMI Executive Director

TERMS OF EMPLOYMENT: This is a full-time position, with holidays off and time accrued personal and vacation days.

COMPENSATION: \$39,520 - \$45,000, plus benefits

Communities In Schools does not discriminate on the basis of race, color, national origin, gender, religion, age, disability, genetic information, or any other legally protected status in its employment decisions or the provision of services.

ADDITIONAL INFORMATION:

CLEO - Central Lake Early Opportunities - is a network of community partners, uniting to provide early childhood activities and services for parents and families of Central Lake. Services and programs offered by a variety of partner organizations are free and open to all children, prenatal to 8 years, and parents in the Central Lake area. CLEO is funded by a variety of community sources, with significant funding from a permanent endowment - the Cleo M. Purdy Endowment - established by the Grand Traverse Regional Community Foundation. The Endowment honors the wishes of Cleo M. Purdy, a Central Lake native and generous donor, and her vision to support early childhood work in the community, forever. The Endowment provides support to this collaborative effort, creating a lasting impact on early childhood development in Central Lake.

CLEO is managed by a steering committee of local community partner organizations, including: Central Lake Public Schools, Char-Em Intermediate School District, Grand Traverse Regional Community Foundation, Great Start Collaborative/Parent Coalition, Northwest Michigan Community Action Agency and Women's Resource Center. Programs and services may be offered in conjunction with other supportive agencies in the region.