



All Groton children, birth through age eight, are healthy, safe, successful learners connected to strong families

www.childrenfirstgroton.org

Children First Groton – Program Coordinator - Job Description

The coordinator is the “face” of Children First Groton Early Childhood Collaborative. A strong background and working knowledge of the Groton community is required. The coordinator serves as point person for CFG members and the community and works cooperatively with the co-chairpersons to assure equitable assignment of work

This is a grant- funded, contracted stipend position based on 8-10 hours per week, with an annual maximum of 500 hours per year. Weekly hours may increase or decrease based on the work load, but must remain within the allotted annual hours. The position is contracted on a one-year basis, and renewed based on funding.

MEETING SUPPORT

- Attend monthly Leadership meetings; facilitate in absence of co-chairs.
- Generate the Leadership meeting agenda with input from Co-Chairs and School Readiness Liaison; distribute via email, including Zoom links and meeting materials.
- Maintain email distribution lists; develop regular distribution of information to leadership and workgroups.

GRANT WRITING and ADMINISTRATION

- Write, submit, and process grants; complete reports and oversee implementation of awarded grants; collect CFG data and work with Scorecard data-base administrator to assure data is updated.

COMMUNITY OUTREACH

- Work with Webmaster to assure regular updates and postings on website and social media.
- Represent CFG at community events, including hosting tables and activities.
- Maintaining on-going communication with partners, state and local funders, and partners; speaking at events.
- Maintain community email distribution list and provide monthly updates to interested community members; work to increase this list through outreach activities, leading to increased visibility of CFG in the community.
- Recruit new members and increase parent engagement.

PROGRAM MANAGEMENT

- Coordinate with workgroups to assist in the planning and implementation of CFG events and activities, include attending meetings or providing written updates, as needed.
- Major activities include:
 - Early Childhood Resource Fair in early spring,
 - Groton GO, a summer family activity,
 - We Put CHILDREN First campaign
 - Community Cafes

Submit resume and cover letter explaining your connections and relationship to the Groton community to:

Susan Radway, CFG Chairperson at office.of.cfg@gmail.com Position open until filled.