



Position: Engagement Coordinator (EC)

Reports to: Director of Member Learning and Events

Status: Non-Exempt

Standard Work Schedule: Seven (7) hours a day Monday through Friday

Starting Hourly Range: \$29 / hour

Location: Sacramento, CA

Benefits: HSC employee benefits include medical, dental, vision, life insurance, and Long-Term Disability.

The Engagement Coordinator (EC) supports key logistical needs of the association. The role requires a high degree of organization and flexibility, as the priorities of the position will shift throughout the calendar year. The EC advances the association's interests through three primary responsibilities.

1. 60% Member Engagement *Member engagement is a core brand promise, and major source of budgeted revenue.*

A. Supporting key HSC events - Particularly in the six weeks leading up to key event, EC responsibilities include *but are not limited to*:

- Assisting with the selection and confirmation of speakers for HSC signature events including solicitation, review, and approval of workshop content.
- Drafting communication for speakers prior to event (reminders, training invitations & instructions, evaluations and thank you notes, etc.).
- Assisting with the build of event platforms, apps, social media, and other member facing engagement tools during events.
- Serving as back-up "point-person" for attendees, speakers, and staff during events.
- Other event related activities as assigned

B. Provides logistical coordination and support for regular meetings with members.

C. Assist with social media support as requested.

2. 25% Support HSC contract and grant requirements

- Drafting monthly and annual reports
- Developing surveys and summarizing survey results
- Organizing information from a variety of sources for HSC communications and website.

3. 5% Advocacy Coordination - *Advocacy is the core purpose of the association.*

During the legislative season, as requested, EC responsibilities include but are not limited to:

- Scheduling legislative visits for members and parents.
- Helping coordinate advocacy communication with advocates, legislators, the administration, and members as requested.
- Attending and testifying at legislative hearings as requested.

4. 10% other duties as assigned



Travel

- Occasional travel may be required. HSC events are currently offered as either in-person or virtual venues depending on local guidance from health officials, and this could continue for an unknown period of time. If/when in-person events resume, the employee must be able to adapt to the changing landscape, and pivot to meet the needs of our members.
- Dates and locations change annually and are presented here for illustrative purposes only. HSC may secure conference dates and locations more than a year in advance.
 - Parent Engagement & Annual Education Conference: *Usually* in January / February
 - Health Institute: *Usually* in October / November
 - Policy and Leadership Summit: *Usually* in April / May

Skills / Abilities

- Strong time-management manage skills with the ability to organize and prioritize multiple tasks.
- Strong information skills with the ability to collect, organize summarize and simplify information from multiple sources orally and in writing.
- Good team player with the ability to work collaboratively in a team environment and create a positive culture.
- Strong communication skills and the ability to build relationships with external agencies.
- Ability to work with diverse people and cultures, with an understanding of cultural awareness practices.
- Proficiency with technology, and specifically in Microsoft 365 (Word, Excel, PowerPoint, SharePoint, Teams, OneDrive, etc.), Zoom
- Ability to lift and carry supplies and equipment weighing up to 50 pounds.

Preferred

- 3 years' successful experience in events or member engagement
- Experience in social media marketing, promotion, ad buys, etc.
- Knowledge of / interest in Head Start or Early Head Start
- Experience in the non-profit social sector

Desirable

- Bilingual / biliterate in Spanish
- Canva or other graphic design software
- Knowledge of Salesforce
- Bachelor's degree in event management, hospitality or related field