



**Position:** Engagement Coordinator (EC)

**Status:** Non-Exempt

**Standard Work Schedule:** Approximately 35 – 38 hours a week working Monday through Friday

**Starting Hourly Range:** \$27.00 – \$29.00 per hour and bonus eligibility

**Office Location:** Sacramento, CA

The Engagement Coordinator (EC) supports the key logistical needs of the association. The role requires a high degree of organization and flexibility, as the priorities of the position will frequently shift. The EC advances the interests of Head Start California (HSC) through four primary responsibilities. The EC works with all staff, and reports to the Events Director.

1. Support key HSC events - HSC events are a major source of budgeted revenue. EC responsibilities include but are not limited to:
  - Assisting with the selection and confirmation of speakers for HSC signature events including session proposal review and approval of workshop content.
  - Drafting communications for speakers and attendees prior to event (reminders, training invitations & instructions, evaluations and thank you notes, etc.).
  - Assisting with the building of event platforms, apps, social media, and other engagement tools during events.
  - Serving as back-up point of contact for attendees, speakers, and staff during events.
  - Other event related activities as assigned.
  
2. Member Engagement - Engagement is a core brand promise and the foundation for professional development ideas that are drawn from the field.
  - Provides logistical coordination and support for regular meetings with members.
  - Manage, design, and create content and post to social media platforms under the approval and direction of the Communications Director.
  - Help with HSC webinars, including attending the discovery call, opening registration within Zoom, contributing to the run of show, creating the certificate and survey, Zoom hosting, and overall webinar logistics.
  
3. Support HSC contract and grant requirements – HSC assists the California State Collaboration office by providing logistical support. The EC responsibilities for this initiative include the following:
  - Drafting monthly and annual reports.
  - Developing and distributing surveys and summarizing survey results.
  - Obtaining and organizing information from a variety of sources for communications and websites.

4. Advocacy Coordination – Advocacy is the core purpose of the association. During the legislative season, as requested, responsibilities include, but are not limited to:
- Scheduling legislative visits for members and parents.
  - Help coordinate advocacy communication with advocates, legislators, the administration, and members as requested.

#### Travel

- Travel will be required throughout California for approximately 3-6 days, 4-6 times per year.

#### Skills / Abilities

- Strong time-management 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.
- Ability to work with diverse people and cultures, with an understanding of cultural awareness practices.
- Strong technology skills and the ability to quickly and thoroughly learn new programs, including, Microsoft Office 365 (Word, Excel PowerPoint, SharePoint, Teams, OneDrive, etc.), Zoom, Salesforce, Canva, and PheedLoop.
- Ability to lift and carry supplies and equipment weighing up to 50 pounds.

#### Required Qualifications:

- 2 years' successful related experience.
- Associate's degree in event management, hospitality, communications, or related field (or an additional two years' relevant experience).
- Experience in social media marketing, promotion, ad buys, etc.

#### Preferred Qualifications:

- Bilingual / biliterate.
- Experience in a Head Start program or nonprofit association.