



## Collaborative for Colchester's Children **Assistant to the Coordinator** Job Description

The Assistant to the Coordinator will support the work of the Collaborative for Colchester's Children including communication, program implementation, and clerical duties. The Assistant to the Coordinator is responsible for the following:

### **Essential Duties and Responsibilities:**

- Attend C3 and School Readiness meetings
- Maintain records of meetings and reports as assigned
- Implement and support programs for children and families including provision of childcare and communication with facilitators as needed
- Organize special events and community activities
- Lead assigned planning groups to plan and implement programs and activities
- Design marketing materials for all C3 related programs and events including but not limited to flyers, press releases, media alerts, brochures, etc
- Oversee registration, collection of attendance and evaluation data, and creation of reports for programs
- Communicate with and assist parents, students, staff and the public with accuracy and maintain strict confidentiality
- Assist with the implementation of communication strategies through various platforms including email, social media and website use.
- Communicate member recommendations, decisions, processes, needs and results to C3
- Promote community understanding of Community Plan goals, strategies, and activities and encourage community involvement

### **Knowledge, Skills & Abilities:**

- Demonstrate practical knowledge and a willingness to assist others
- Passion for improving the lives of children
- Communicate in a professional, inclusive, and productive manner
- Relate positively and sensitively to the needs of parents, staff, and the general public
- Must be able to learn and acquire an understanding of new information, methodologies and techniques
- Possess strong written and verbal communication skills;
- Skilled computer user; ability and willingness to learn and use specific software for the position
- Be highly organized, able to meet deadlines, and deliver on established goals with minimal supervision

### **Position Qualifications:**

- High school diploma or GED
- Experience in planning and implementing programming and events

- Such alternative to the qualifications and performance responsibilities as the Coordinator and Hiring Committee may find appropriate and acceptable

**Other Requirements:**

- Background checks (Criminal & DCF)
- Valid driver's license

**Terms of Employment:**

**Part-time position up to 20 hours per week for approximately 44 weeks;  
dependent on availability of funds**

**Evaluated by:**

Early Childhood Coordinator

This job description is not all-inclusive and is subject to change by the Collaborative at any time.