



Community Outreach Coordinator

Bright by Three seeks a full-time Community Outreach Coordinator to cultivate new and nurture existing relationships with individuals and partner organizations to advance Bright by Three's statewide program and mission. This newly created position reports to the Colorado Outreach Director and works closely with other senior leadership as a key player in implementing strategies and ensuring program scaling goals are achieved.

RESPONSIBILITIES

- Recruit, develop, and maintain relationships with partners and vendors
- Serve as the primary point of contact for partner organizations in identified counties
- Conduct and coordinate training for partners
- Promote *Bright by Text* with partners and provide support for local text messages
- Monitor program material ordering, delivery system and inventory; provide partner support for fulfillment
- Maintain accurate data of program enrollments from partners
- Represent Bright by Three in the community
- Communicate goals and desired organizational outcomes to volunteers, interns, and partners
- Measure progress and review assigned project tasks to ensure deadlines are met.
- Proactively communicate project and partner status
- Collaborate with team members and volunteers to support quality implementation of program goals
- Other contributions as needed

QUALIFICATIONS

- Strong organizational skills and attention to detail
- Excellent and persuasive written and oral communication skills
- Ability to manage multiple projects, meet deadlines, and prioritize among assignments
- Content knowledge and interest in child development and family support
- Bachelor's Degree, Master's preferred, in early childhood, public health, education, mental health or related field.
- Experience providing training or presentations to audiences of varied sizes
- Ability to work independently and as an effective team player
- Available to work some evenings and weekends, as required
- Access to reliable transportation required to attend off-site meetings and events, including overnight travel within Colorado

BENEFITS

- Competitive salary commensurate with experience

- Comprehensive benefits package, including medical, dental, vision, life insurance, retirement with employer match, and generous paid time off
- Collaborative team environment with an ongoing focus on professional development

ABOUT BRIGHT BY THREE

Bright by Three is a leading early childhood nonprofit organization. We empower parents and caregivers by giving them tools, strategies, and resources to promote early nurturing, health, and learning experiences so that their children are school-ready. While we welcome all participants who care for children from prenatal to five years old, our focus is on reaching families that are underserved. In 2017, more than 35,000 families benefited from our program. Our team is passionate about our mission and driving change through our research-based materials and launch of multimedia program enhancements. We approach our work with an entrepreneurial spirit, integrity, and an optimistic outlook.

To apply, provide cover letter and resume at www.brightbythree.org/careers