**JOB DESCRIPTION**

**SOC Code:**

|  |  |
| --- | --- |
| **JOB TITLE: Local Collaboration Coordinator** | **JOB CODE:** |
| **DEPARTMENT: Health Department****SUPERVISOR’S TITLE: Health Department Director** | **FLSA STATUS:** |
| POSITION SUMMARYZero to Five Lincoln County, an early childhood collaborative, seeks a dynamic Local Collaboration Coordinator (LCC) to drive systems change, strengthen family-centered practices, and address the unique challenges of rural families. Guided by the HOPE (Healthy Outcomes from Positive Experiences) framework, the LCC will lead initiatives that prioritize relationships, equitable environments, emotional growth, and inclusive engagement. This role involves fostering cross-sector partnerships, amplifying family voice, building and maintaining a strong collaborative team, and implementing strategies to improve access to high-quality early childhood services. Duration of position contingent on grant funding. |

##### ESSENTIAL FUNCTIONS

**Nature of work**: Management of Zero to Five Lincoln County including projects and programs, community collaboration, outreach, staff supervision, public relations, and budgeting and funding. This is a full-time position with benefits.

**Personal Contacts:** Continual contact with the public, including but not limited to agencies and organizations, community partners, families, parents/caregivers, local businesses, funders, statewide collaborative and networks.

**Supervision Received:** Health Department Director

##### DUTIES AND RESPONSIBILITIES

* **Leadership & Vision:**
	+ Provide strategic leadership to advance Zero to Five Lincoln County’s mission, emphasizing equity and family-driven solutions.
	+ Develop and implement shared leadership models to sustain collaborative initiatives over time.
* **Community Engagement:**
	+ Conduct empathy interviews to understand family needs, identify systemic barriers, and co-create solutions.
	+ Build and maintain relationships with diverse stakeholders, including local agencies, caregivers, and community groups.
	+ Organize inclusive early childhood opportunities and other engagement activities that align with developmental best practices.
* **Capacity Building & Collaboration:**
	+ Train and support local agencies to adopt family-centered practices and amplify family voices.
	+ Act as a HOPE Champion by embedding its principles into organizational and partner practices.
	+ Facilitate the development of a shared leadership model with community partners and families.
* **Team Building & Supervision:**
	+ Supervise and mentor staff and team members, fostering a culture of trust, collaboration, and professional growth.
	+ Promote shared accountability and encourage co-leadership opportunities within the team and collaborative.
	+ Cultivate a strengths-based, inclusive team culture aligned with the HOPE framework and mission.
	+ Participate in the Lincoln County Health Department Management Team.
* **Program Implementation & Outreach:**
	+ Oversee innovative initiatives such as mobile resource programs and caregiver-led playgroups.
	+ Tailor services to improve access in remote communities, utilizing tools like the Lincoln County Connections van.
	+ Develop and execute strategies to engage parents/caregivers in family voice, leadership, and co-facilitation.
* **Data & Evaluation:**
	+ Measure program impact through surveys, interviews, and other methods.
	+ Share findings with local and state stakeholders to influence policy and practices.
* **Budget and Funding:**
	+ Seek and apply for grants to support the mission and activities of the early childhood collaborative, ensuring alignment with strategic goals.
	+ Research and identify funding opportunities to support ongoing program development and sustainability, including private, public, and nonprofit funding sources.
	+ Leverage existing funds by identifying opportunities for matching or supplementary funding to maximize financial resources.
	+ Develop and manage the program's budget, ensuring accurate tracking and allocation of resources.
	+ Prepare and submit financial claims, reports, and documentation to funders and stakeholders, adhering to all deadlines and compliance requirements.
	+ Collaborate with team members to align funding strategies with program goals and community needs.
	+ Maintain organized records of grant applications, funding sources, and financial transactions for auditing and reporting purposes.
* Support and model behaviors that are consistent with the mission, vision, and values of Zero to Five Lincoln County and Lincoln County Health Department.
* Adhere to all health department, county, state, and federal policies, procedures, and processes to assure safe work practices. (including but not limited to HIPAA, OSHA, and other applicable)
* Perform other related duties as required.

##### SCOPE OF RESPONSIBILITY

Evaluation of this position will be based primarily upon the preceding job description requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

* Performs assigned duties and responsibilities.
* Demonstrates social competencies including teamwork and excellent customer service.

##### JOB SPECIFICATIONS

* Bachelor’s degree in public health, social work, early childhood education, recreation, or related field preferred.
* Demonstrated experience in community collaboration, team building, and supervision.
* Proficiency in project management and facilitation.
* Strong understanding of social determinants of health and early childhood development.
* Commitment to equity and inclusion.

**KNOWLEDGE, SKILLS, ABILITIES, AND COMPETENCIES:**

**Knowledge**

* Proficiency in project management principles and tools.
* Knowledge of community resources, systems of care, and social determinants of health impacting young children and families.
* Cultural competence and awareness of diverse family structures and needs.
* Understanding of early childhood development, education, and care best practices.
* Familiarity with local, state, and federal policies and programs related to early childhood services.

**Skills**

* Leadership: Ability to inspire and guide diverse stakeholders toward common goals.
* Communication: Strong written, verbal, and interpersonal communication skills, including public speaking and facilitating discussions.
* Collaboration: Skill in building and maintaining relationships with partners across sectors (education, health, social services, and community organizations).
* Problem-Solving: Analytical thinking to identify challenges and develop creative solutions collaboratively.
* Facilitation: Ability to lead inclusive meetings, workshops, and focus groups effectively.
* Conflict Resolution: Skilled in managing and resolving conflicts to maintain productive partnerships.
* Data Management: Competence in collecting, analyzing, and reporting data to inform decision-making.
* Organization: Excellent time management and ability to juggle multiple priorities and deadlines.

**Abilities**

* Demonstrated ability to work effectively with individuals and groups from diverse backgrounds.
* Capacity to navigate complex systems and align multiple agencies toward shared outcomes.
* Adaptability and resilience in responding to evolving needs and challenges.
* Capability to advocate for equity, inclusion, and systemic change.
* Comfort with technology and virtual collaboration tools (e.g., Zoom, Teams, project management software).

**Competencies**

* Empathy: Deep understanding and responsiveness to the needs of children, families, and partners.
* Inclusion: Commitment to fostering a welcoming and equitable environment for all participants.
* Strategic Thinking: Ability to align collaborative efforts with broader community and organizational goals.
* Community Engagement: Capacity to build trust and promote active participation among families and stakeholders.
* Commitment to Continuous Improvement: Dedication to personal growth and the ongoing development of the collaborative.

##### WORKING ENVIRONMENT

**Physical Demands:**

* Ability to repeatedly move and lift up to 50 pounds, stand, walk, sit, and use hands and fingers regularly for office work, presentations, and event preparation.

**Visual, Hearing and Dexterity Demands**:

* Ability to communicate effectively in person, on the telephone, or on the computer.
* Ability to read from both computer screen and paper.

**Working Conditions**:

* This position requires the employee to work in an office environment, local venues, at outdoor events, and travel in a vehicle. This includes regular travel around the county and periodically statewide.
* This position requires the employee to drive and work in a variety of weather conditions.
* Flexibility in scheduling required (able and willing to work limited evenings and weekends)
* Duties may be performed in areas where communicable diseases, such as COVID-19, are present or prevalent.

**The above is intended to describe the key elements and requirements for the performance of this position. Employees may be required to perform other related duties and activities not specifically stated in this document.**

APPROVALS:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Supervisor Human Resources

|  |  |
| --- | --- |
| Origin Date:  |  |
|  |  |
| Review Dates:     | Revision Dates:     |