



## RPC Job Description

<b>Position Title:</b>	Public Education & Early Literacy Assistant
<b>Purpose/PBIS</b>	3105/EDU10
<b>Reports to:</b>	Director of Marketing & Community Engagement and Outreach
<b>Classification:</b>	Non-Exempt
<b>FLSA Status:</b>	Part time, 25 hours/week
<b>Pay Level:</b>	Level 7

### SUMMARY

The Public Education & Early Literacy Assistant supports public education, early literacy, systems building initiatives, and fundraising and supporter development.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following as well as other duties as needed and assigned by supervisor:

#### *Public Education*

- Attend outreach events, set up and breakdown agency booth, provide visitors with program information, distribute free books, collect information and data as needed;
- Update calendar events, blog posts, and page information on agency website as needed;
- Assist with creation of flyers, brochures, graphics, posts, and other educational materials;
- Update Family Resource Guide with community agency changes and new resources
- Communicate with partner agencies and community agencies and businesses via phone calls, in-person, letters/notes, and email as directed and needed;
- Assist with meeting and event preparations;
- Organize meeting and event materials as needed;

#### *Early Literacy*

- Assist with book ordering and receiving;
- Organize, label, and insert bookmarks into new and used books, as needed;
- Recruit and train volunteers to assist with organizing, labeling, and adding bookmarks to new and used books;
- Deliver books to Reach Out and Read sites;
- Connect with literacy partners throughout Randolph County on a routine basis and replenish books and literacy materials, as needed;
- Assist with Dolly Parton's Imagination Library registrations and outreach;
- Assist with Books For Babies project as needed, including reordering items, filling bags, delivering bags, and recruiting and training volunteers;
- Maintain, reorder, distribute, and help develop The Basics Randolph materials, as needed;

### ***Systems Building***

- Attend Randolph ChAMPS and Family Engagement & Leadership Coalition meetings and take minutes;
- Assist with Randolph ChAMPS and Family Engagement & Leadership Coalition meeting and event planning and arrangements;
- Assist with Randolph ChAMPS and Family Engagement & Leadership Coalition goals and tasks;
- Attend partner agency meetings and events, as needed;

### ***Fundraising & Supporter Development***

- Assist with Gala for the Children, Hearts for Children, Giving Tuesday, Annual Giving, and other fundraising event planning and implementation, as needed;
- Assist with supporter relationship building and communications;
- Assist with maintaining Greater Giving data base, including adding items, supporters, and other data and generating reports, as needed;

### ***General***

- Implement duties and responsibilities through an equity lens to promote inclusion, opportunity, and voice;
- Become and maintain familiarity with all programs and initiatives;
- Assist in other areas, as needed.

## **SUPERVISORY RESPONSIBILITIES**

This position oversees volunteers.

## **QUALIFICATIONS**

High school completion. Associate's Degree in related field preferred. Bi-lingual preferred.

## **REQUIRED SKILLS AND EXPERIENCE**

- Computer/technology, especially Microsoft Office, InDesign, WordPress; email; intranet; internet
- Strong interpersonal and communication skills;
- Strong organizational skills;
- Creative;
- Ability to work independently;
- Ability to work as part of a team, both contributing to and accepting from the group;
- Familiar and some experience with early childhood education, early literacy, non-profit, and fundraising.

## **CERTIFICATES, LICENCES, REGISTRATIONS**

A valid motor vehicle operator's license is required.

## **LANGUAGE SKILLS**

- Must have the ability to read, analyze, and interpret information;
- Must have the ability to write minutes, reports, and other documents;

- Must have ability to communicate in-person and via phone, email, and written correspondence.
- Bi-lingual preferred.

**PHYSICAL REQUIREMENTS**

- Frequent sitting;
- Frequent walking;
- Frequent use of hands and fingers for keyboards, phones and the like;
- Occasional standing;
- Occasional kneeling;
- Occasional lifting up to 40 pounds.