



RPC Job Description

Position Title: Public Education & Early Literacy Assistant

Purpose/PBIS 3105/ KEA10

Reports to: Director of Marketing & Community Engagement

Classification: Non-Exempt

FLSA Status: Part time, 24 hours/week

Pay Level: 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 for various agency needs (book labeling, parades, etc.);
- Facilitate Reach Out and Read book ordering and monthly visits;
- 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;
- Maintain/replenish and promote Little Free Library;

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, Constant Contact, Canva, 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, nonprofit, 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.