

Communities of Rooted Brilliance

Position: *LINC Partnership Development Specialist*

Program: Early Learning Program

Reports to: Early Learning Program Manager

Time Commitment: Full-time (40 hours per week)

Compensation: \$41,000 - \$45,000

Benefits: Medical, Dental, Vision, and Life Insurance. Paid vacation and sick leave, monthly cell phone stipend, mileage stipend, and professional development opportunities.

Location: CRB's Kent office (515 West Harrison Street, Suite 213, Kent, WA 98032). Possibility of hybrid work from office and home due to pandemic.

Background: Embracing traditional customs and values, Communities of Rooted Brilliance (CRB) provides newcomers with community-inspired educational opportunities that create pathways for self-determination as they weave into the fabric of their newfound home. Since 2009, CRB has built a reputation of providing high-quality programs that bridge refugee and immigrant communities with educational institutions and community resources to fill service gaps and increase equity. Our overarching strategy for racial equity is to listen, learn, and partner with the communities we serve. Equity is woven throughout our work in the following ways: 1) CRB was founded as an ethnic community-based organization, for and by individuals with the knowledge of language and cultural considerations of communities. 2) CRB staff has over 12 years of experience working directly with new communities and are trained on topics such as structural racism and trauma-informed practice.

Scope of Work: For the past three years, CRB's Early Learning Program has offered the Leadership, Early Learning and Access Program (LEAP) and Learn, Integrate, Network, Collaborate (LINC). LEAP supports local immigrant and refugee families with children aged 0-5 to learn about their children's healthy development, school readiness, and the American school system, as well as how to navigate that system as their child's advocate. Through the LINC program, families receive holistic, culturally responsive support for any additional needs they may have, such as help with housing, employment, legal support, and other basic needs. LINC's program goals include (1) to build and inform a robust linkage and referral system that connects families to the right services, in the right way, at the right time and (2) to implement a family connection pilot program that provides warm connections to services that benefit families in a holistic way.

Brief Description: The LINC Partnership Development Specialist will focus on the development of a robust linkage and referral system and providing opportunities for CRB Early Learning families to connect with local resources and services through community events. He or she will be CRB's main representative at Help Me Grow Community Based Organization (CBO) partnership meetings. The CBO partnership, convened by Best Starts for Kids (BSK) King County, has the goal of building a linkage and referral system among local agencies. Participation in this process will deepen CRB's knowledge of services that exist in the community that would be a good fit for CRB families. In addition, he or she will research pertinent data on local community-based resources that serve CRB families well with the goal of building a resource database, or community asset map. Additionally, he or she will organize a

variety of events throughout the year for CRB's Early Learning families. The goal of these events is to provide space for families to connect with one another and to provide information or an introduction to a local service or program. Finally, the LINC Partnership Development Specialist will support the work of the LINC Cultural Navigator, whose work focuses primarily on the implementation of the LINC family connection pilot program and direct service work with clients. He or she will also provide support to CRB's Early Learning Program by completing various administrative tasks each month and helping to coordinate aspects of both Early Learning programs.

Position responsibilities:

Help Me Grow CBO partnership:

- Attend monthly Help Me Grow CBO partnership meetings (virtual and/or in-person).
- Attend additional meetings related to the Help Me Grow CBO partnership when offered, including regional meetings, coffee chats and CBO priority group meetings.
- Actively participate in all CBO partnership meetings; share CRB program experience, systems, and processes used to connect families to services.
- Network with local service providers and participate in regionally based convenings led by community partners, such as county library systems, public schools, and others.
- Lead additional work designated through the regional meetings, CBO priority groups, or CBO partnership at large (e.g., the development of a regional database, the creation of a virtual communication space, etc.)
- Engage in planning and facilitation activities at CBO partnership meetings when necessary.
- Share essential information and outcomes of partnership meetings with Early Learning staff.

Asset Mapping

- Conduct internet research, network and perform legwork to better understand the existing system of service providers, where they operate, and whom they serve well.
- Make phone calls and email inquiries to connect with staff at these agencies and develop a comprehensive picture of the organization's areas of specialization.
- Enter data into Apricot database; work with EL program administrator to develop a neighborhood-based map of existing services. Identify neighborhoods isolated from services, either geographically, from lack of appropriate language/culture match, resource/need mismatch, etc.
- Leverage relationships with colleagues from partner organizations to inform asset-mapping work.

LINC Events & Family Connection Pilot:

- Identify and partner with relevant organizations to hold bi-monthly events for families to support their learning, understanding, and advocacy skills.
- Procure needed supplies, secure venue rentals, plan Zoom meetings, arrange interpreters, create event outreach materials, and support distribution of event incentives (such as gift cards) as needed for bi-monthly events.

- Co-develop a system of communication to CRB families (for example, person-to-person contact, video or written newsletters, workshops, seminars, etc.) focused on connection to resources.
- Support the LINC Cultural Navigator to provide holistic support – including linkage to services and referrals - to CRB Early Learning families when requested.

Early Learning Program & Organizational Support:

- Support additional Early Learning program events.
- Attend and/or support monthly LEAP play sessions to connect with families, when appropriate.
- Attend monthly LEAP meetings to discuss relevant issues for families.
- Support Early Learning team with administrative duties, when appropriate
- Participate in monthly check-in meeting with BSK program manager on occasion, to report on LINC activities and achievements.
- Work with Early Learning program manager to prepare quarterly and semi-annual reports.
- Work closely with the Early Learning program manager to ensure LINC data related to asset mapping is accurate and up to date.
- Attend Early Learning program meetings and CRB staff meetings.

Qualifications:

- Our ideal candidate is outgoing, friendly, and collaborative, with a demonstrated respect for all types of people. We are looking for a good listener with a warm, open communication style.
- Comfortable working with new people, talking on the phone, and speaking up at meetings.
- Professional experience that includes collaboration with others, program development, data collection, research and reporting strongly desired.
- Proficiency in database systems, Microsoft Office suite, and other cloud-based work and storage systems, such as Google drive.
- Strong verbal and written communication skills.
- Ability to work independently; comfortable developing and executing a work plan and staying on target with goals.
- Must be organized and detail oriented.
- Must pass CRB background check.
- Bilingual/bicultural candidates are strongly encouraged to apply (Arabic or Dari preferred).

CRB requires all staff and volunteers to be fully vaccinated and provide proof of vaccination for Covid-19 less than 4 months ago. New employees must meet this requirement before starting their positions. We serve vulnerable communities, and we feel that it is our responsibility to protect the communities we cherish as well as ourselves from harm. All safety protocols must be followed while in CRB offices, worksites, community events, or clients' homes.

To apply for the position, send your resume and cover letter to kgabele@rootedbrilliance.org. Applicants must pass a background check.