

## **Communities of Rooted Brilliance**

**Position:** *Outreach and Event Coordinator*

**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 (655 W Smith St., Suite 207, Kent, WA 98032).

**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.

**Scope of Work:** CRB's Early Learning Program portfolio includes the Leadership, Early Learning and Access Program (LEAP) and Learn, Integrate, Network, Collaborate (LINC) programs. LEAP supports local immigrant and refugee families with children ages 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. They also have opportunities to gather, build community, learn about systems, and take advantage of services in order to further support their families and their communities.

**Brief Description:** The Outreach and Event Coordinator will be a valuable member of the LINC program team. Their work will focus on 1) planning events (workshops, info nights, celebrations, coffee chats, meet and greets, etc.) for LINC families to connect with resources, opportunities, organizations and each other; 2) attending regional/local meetings with other service providers, to stay up to date on current events that would be a good fit for the families served by LINC, and to advertise LINC services to other families in the community; 3) researching local programs, services and organizations that are a good fit for the families served by LINC, and; 4) to communicate with LINC families about community offerings and events on a consistent basis. 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. As a result of his or her work, CRB will have a strong understanding of activities happening in the local and regional community that serve CRB Early Learning families in the right way, at the right time.

### **Position responsibilities:**

#### ***Event Planning:***

- Plan and execute events for LINC families on a consistent basis. These events can include anything from informal coffee chats, organized play dates, educational workshops, meet and greets with staff from local agencies, basic needs drives, virtual learning sessions, and anything in between!
- Work closely with CRB Early Learning staff to plan events that are relevant, informative, and helpful for the families we serve. All events should reflect the needs and preferences of the community.
- Identify and partner with relevant organizations to hold 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 events.

### ***Professional Networking:***

- Attend monthly CBO partnership meetings (virtual and/or in-person) hosted by Best Starts for Kids and the Washington chapter of Help Me Grow. Engage in planning and facilitation activities at these meetings when necessary.
- Participate in other local and regional events, such as service provider networking events, organization announcements/updates, coffee chats, workshops, and other types of meetings. Network with local service providers and participate in regionally based convenings led by community partners, such as county library systems, public schools, and others. The goal of participating in these meetings is to learn more about the services and opportunities that exist in the community, and to share CRB's program offerings with others.
- Share essential information and outcomes of partnership meetings with Early Learning staff.

### ***Research:***

- 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, as well as relationships with their staff. Leverage these relationships to plan events.
- Enter data into Apricot database; work with Early Learning program team to develop a regional map of existing services, including identifying areas where services are lacking.
- Support the LINC Cultural Navigator to provide holistic support to families – including conducting research on emergent needs and/or helping the Cultural Navigator to link/refer families to services - when requested.

### ***Communication:***

- Develop a consistent system of communication to LINC families focused on connection to resources and opportunities.
- Create flyers, brochures, and other materials to advertise LINC events and communicate opportunities with families.

- Work with CRB Early Learning team to translate pertinent communication information.

***Early Learning Program & Organizational Support:***

- Support Early Learning work and team members, when appropriate.
- Work with Early Learning program manager to prepare quarterly and semi-annual reports.
- Ensure LINC data is up to date, accurate, and complete.
- Attend Early Learning program meetings and CRB staff meetings.
- Other duties, as assigned.

***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, planning events, and conducting research 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, Dari, French, Swahili, Spanish, Oromo, Amharic, Cantonese especially 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](mailto:kgabele@rootedbrilliance.org).  
Applicants must pass a background check.**