



greater east st. louis
**EARLY LEARNING
PARTNERSHIP**

Community Engagement Manager: Early Learning

Position Overview

The Community Engagement Manager of Early Learning leads the planning, coordination, and evaluation of formal and informal educational and engagement opportunities for the [Greater East St. Louis Early Learning Partnership](https://eastsidealigned.org/elp) (ELP, eastsidealigned.org/elp). The role facilitates collaboration to create and implement community-centered strategies needed for age-appropriate early childhood development.

About the Early Learning Partnership & East Side Aligned

ELP envisions a community where families, early learning providers, and community members work together so every child in Greater East St. Louis, IL has the knowledge, skills, and opportunities to be successful in school and life.

Founded in 2009, ELP works to address inequities in state investment in early learning; and facilitates connections between early learning, mental health, the K-12 system, and workforce development. These focus areas carry out the coalition's priorities and support a community-driven agenda called The East Side Aligned [Roadmap](#). Composed of over 180 strategies, the Roadmap reflects the community's aspirations for young people as well as the willingness of people and organizations to work together to create the conditions for children and youth to thrive throughout the cradle-to-career journey. In 2022, East Side Aligned), the organization, was formed to sustain the work of strengthening community collaboration and serves as the backbone support organization for ELP.

Responsibilities

The Community Engagement Manager of Early Learning works to develop and implement strategies that lead to long-term involvement of community institutions, organizations, and individuals in quality early childhood development events, programs, and initiatives. An overview of primary tasks is listed below.

Community Engagement (60%)

- Lead project management, including task supervision, for community engagement activities
- Develop knowledge and an inventory of local early learning resources and curricula, including the ASQ-3, PBS, the 3Ts, Grow Up Great, Bright by Text, etc. for internal and external use
- Regularly assess community education needs among families and providers
- Maintain partnerships with Nine PBS and other training agencies to offer relevant, timely opportunities, ensuring alignment with Illinois standards where appropriate
- Co-plan and co-facilitate annual family engagement and professional development events
- Support identification, recruitment, and onboarding of seasonal outreach workers

Advocacy and Communications (20%)

- Act as a representative of ELP on state and regional boards and committees
- Establish and maintain database of members, contacts, and partners
- Develop and disseminate a quarterly public calendar of events
- Manage and expand social media platforms for increased engagement and recruitment

Administration (20%)

- Manage event budgets
- Coordinate registration and participation stipends
- Document activities for continuous improvement and grant reporting
- Implement event-specific evaluation and continuous improvement strategies
- Support strategic planning, organizational development, and evaluation initiatives
- Other duties as assigned

Qualifications

- 3+ years of experience in early learning programs, education, or other related fields
- Committed to racial equity, social justice, and individual and collective well-being
- Strong communication, interpersonal, and partnership-building skills
- Experience with group facilitation, with participation in collaborative groups preferred
- Strong event coordination skills, including planning, budget management, and evaluation
- Detail-oriented, organized, and able to multitask while meeting important deadlines
- Self-starter with the ability to work both independently and in collaborative teams
- Bilingual candidates are encouraged to apply

Reporting Relationship: The Community Engagement Manager reports to the ELP Network Manager Position is presently held by Kaelin Richardson (<https://www.linkedin.com/in/kaelin-richardson/>).

Salary: \$53,500

Benefits (Partial List)

- Competitive medical/dental/vision insurance plans; 80% of base plan covered by ESA
- 4% 401(k) employer contribution
- Employer paid short-term disability, long-term disability, and life insurance
- Human-centered Paid Time Off (PTO) and Leave policies
- Flexible work schedules and the option to work remote up to 3 days a week

Work Conditions: We are committed to attracting, retaining, and engaging a committed, talented, and diverse team. East Side Aligned prioritizes a positive, flexible environment and successful work-life balance. While this position will primarily work Monday – Friday, there are some evening and weekend hours required. Advanced notice and flex time will be given for those activities, meetings and events that take place outside of a 9-5 schedule.