



**Vision:** Every child, excelling every step of the way, for a thriving Alamance County.

**Mission:** Engaging and aligning our community to create pathways for every child to thrive, from cradle to career.

### **Service Fellow Job Description** ***Strategic Partnerships and Communications***

Alamance Achieves is a community-driven collaborative initiative with the mission of aligning efforts around countywide goals. Alamance Achieves is currently building community teams, known as Collaborative Action Networks (CANs), that include key stakeholders and service providers who use community-level data to develop strategies with the goal of improving educational outcomes for all children in Alamance County. CANs use common measures, coordinate resources, and work to identify best practices. The current focus is on identifying strategies to support early childhood health and well-being and kindergarten readiness. The Community Impact Fellows will complete one year of service designed to improve these early childhood outcomes.

The Community Impact Fellow will:

- Be an integral part of developing this new initiative and moving the initiative forward in the community
- Develop expertise in and learn to implement a model of collaborative action and collective impact for systems change
- Gain an awareness of using community-level data and models of continuous improvement for the purpose of systems change
- Have access to community leaders committed to this model with the identified goals
- Work in a collaborative environment that fosters professional development, including regular check-ins to support their professional growth and success with job responsibilities
- Be actively involved in all activities and projects of Alamance Achieves

Fellows have an opportunity to:

- Observe a broad range of careers and leadership roles in community context
- Further develop professional communication skills
- Advocate for all children, cradle to career
- Be a voice in the community
- Participate in local, regional and national training in the areas of Leadership Development, Collective Impact, Results Based Facilitation, Continuous Improvement, Data Research and Visualization, Communication in Community Context, and Racial Equity



## Strategic Partnerships and Communications Fellow

### Responsibilities:

Support the Collaborative Action Networks by:

- Attending network meetings
- Coordinating both internal and external communications for the networks
- Coordinating meeting logistics for multiple work groups
- Assisting in building relationships in the broader community
- Creating and managing contact lists
- Coordinating a social media presence for the work
- Continuing the development of the Early Childhood Resource Guide for Alamance County including the creation of an on-line platform
- Working with partners to develop a media campaign focused on early childhood development and kindergarten readiness
- Other projects that support the development of the early childhood networks as assigned

**Special Projects:** May pursue projects of personal interest, in consultation with the Alamance Achieves staff, as they relate to the mission, vision and goals.

**Interests:** A successful candidate should have experience in or knowledge of communication and marketing. Other interests may include early childhood development, public education, public health, working with diverse populations, community outreach, and/or issues of equity.

**Preferred Skills:** A successful candidate should have

- Strong oral and written communication skills
- Strong organizational skills with the ability to handle multiple projects
- Proficiency with Microsoft Office
- Knowledge of WordPress is a plus
- Experience with graphic design
- Ability to work collaboratively and think outside the box
- Ability to work with flexibility, enthusiasm, efficiency and diplomacy
- Previous leadership experience
- Previous service-learning experience in Alamance County
- Ability to work with professionalism while representing the organization in the community
- Knowledge of conversational Spanish is a plus but not required