

COMMUNITY BASED FACILITATOR

DEFINITION

Under supervision of the district Healthy Start Coordinator will serve as facilitator of Cordova Collaborative for Healthy Children and Families and the Sierra Health Foundation operational grant.

DISTINGUISHING CHARACTERISTICS

This position will serve as facilitator of a large community collaborative to accomplish the program's grant milestones over a 3 to 5 year period. This is a full time position that will require a flexible work schedule with some day, evening and weekend assignments.

ESSENTIAL FUNCTIONS

Development of a detailed work plan and timeline describing each of the major steps needed to achieve the grant milestones.

Budget development, monitoring and quarterly transfer responsibility.

Preparation of requisitions for purchase orders.

Planning, scheduling, attending and facilitating meetings.

Preparation of meeting materials.

Facilitating collaborative growth and activities.

Recruiting and maintaining broad-based collaborative membership.

Actively recruit and encourage parents of young children to participate in collaborative activities.

Preparation of quarterly, annual and other reports.

QUALIFICATIONS

Knowledge of:

Modern office methods, practices, and telephone techniques; computer software programs including word processing and spreadsheet applications; correct English usage, spelling, grammar, and punctuation; basic mathematical concepts.

Ability to

Perform responsible and difficult clerical work with accuracy and speed; compile, maintain and submit accurate and complete records and reports; make accurate arithmetical calculations and maintain basic accounting records; meet the public courteously; type at a speed of 40 net words per minute; essential functions require with or without the use of aids mobility to move to counter, files and other areas of the office; sufficient vision to see small print; sufficient hearing to hear normal telephone conversations, sufficient dexterity to write, operate telephone, and other business machines.

Experience:

One or more years of related Cordova community-based experience.

Education:

High school diploma or equivalent. College coursework in accounting and social services preferred.