



COMMUNITY COORDINATOR

Little Steps offers a comprehensive parenting program designed to equip and empower young parents with vital resources and positive support to foster nurturing environments, decrease the risk of abuse and neglect, and strengthen each participant's ability to more independently provide for themselves and their children.

Primary Responsibilities:

- Build and maintain relationships in the community to promote awareness of Little Steps and to develop partnerships with individuals, businesses, churches, and other groups.
- Develop, oversee, and maintain pre-approved revenue streams to increase and diversify funding for the organization including but not limited to planning fundraising events and soliciting donations as needed.
- Assist Program Director with marketing strategies to increase awareness of Little Steps and to enhance community partnerships.
- Recruit, train, schedule, and oversee volunteers to meet various organizational needs and strengthen program delivery.
- Maintain appropriate and up-to-date records of all volunteer involvement.
- Maintain appropriate and up-to-date records of all community partnership involvement.
- Ensure in-kind items are available based on current program and organizational needs.
- Communicate appreciation for donations, volunteer involvement, and other community initiatives.

Additional Responsibilities & Leadership Expectations:

- Research, review, approve, and post listings for our online resource database.
- Assess resource database usage and make recommendations for system revisions, as necessary.
- Complete special projects as needed.
- Follow the Strategic Plan and all funding guidelines provided by the Executive Director.
- Maintain confidentiality and report any concerns to the Executive Director immediately.



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Qualifications:

This is an excellent opportunity for a highly organized individual to grow and further develop an established program with a team of staff, volunteers, and community partners.

- Personal qualities of integrity, professionalism, empathy, commitment, and passion for the mission of Little Steps
- Outstanding verbal and written communication skills with exceptional attention to details
- Strong project management skills to handle multifaceted, time sensitive projects
- Experience with social media platforms
- Minimum of bachelor's degree or adequate experience in applicable field
- Proficiency in Microsoft Office and Google applications
- Familiarity with using technology as a reporting tool

Interested applicants, please submit your completed job application along with your resume to our Executive Director, Mandy Black.

Mandy@LittleStepsSC.org