



Northwest Hennepin Human Services Council

Research, Planning and Coordination

POSITION TITLE: Early Childhood Network Coordinator Intern
Work Hours: 10 – 20 hours per week. Flexible schedule within office hours of 8:00 am – 4:30 pm, Mon-Fri with some weekends and evenings as required.
Compensation: \$8-12 per hour, depending on qualifications.
Reports to: Executive Director
Status: Paid Internship through Dec. 31, 2010 with possible extension.
About NWHHSC: Northwest Hennepin Human Services Council (NWHHSC) is a joint powers agreement of municipalities in NW Hennepin County responsible for the overall research, planning and coordination of human services for this area with great diversity in suburban, exurban and rural settings. NWHHSC does not provide direct services to people.

Job Summary:

Northwest Hennepin Early Childhood Network

Coordinate regional multi-sector network and related activities to identify opportunities and develop collaborative strategies that strengthen and support early childhood development for children and families in the region. Work with community partners and networks in the region identifying and addressing early childhood issues, developing partnerships and writing grants to bring additional resources to the region. A major focus is reaching out to diverse populations.

Duties include:

1. Coordinate all logistics and activities for the network.
2. Work with Finance Manager in preparing program budgets, financial reports, records and reimbursements.
3. Work with Executive Director in completing and tracking all grant reporting.
4. Write grants to fund the continued coordination of the network and community outreach activities regionally.
5. Negotiate, coordinate and manage contracted services as needed.
6. Coordinate partner grant activities to ensure grant goals are met.
7. Engage community stakeholders and develop collaborative connections with diverse populations in NW Hennepin.
8. Respond to information requests, including those from NW Hennepin municipalities, the NWHHSC Executive Board and networks.
9. Identify and develop communication tools for disseminating relevant information. Develop educational materials, coordinate Working Towards Success email newsletter to local businesses, present at local and national conferences, access mass media channels and other communication points and submit articles to journals and newsletters.
10. Conduct community outreach and engagement including developing and providing presentations, designing and disseminating educational materials, maintaining a resource library and participating in community events and regional meetings and networks.
11. Develop and maintain contacts with local, region, state and national initiatives, as appropriate.
12. Other duties as assigned.

Desirable Knowledge, Skills and Abilities:

- Training/knowledge/experience in early childhood education.
- Ability to coordinate networks, including organizing meetings and providing leadership.
- Organizational and project management skills.
- Grant work experience.
- Program budgeting, financial management and reporting.
- Background in working with immigrants and diverse populations.



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- Ability to facilitate collaborative work among diverse community constituencies in a professional and goal-directed manner and to work collaboratively across organizational boundaries.
- Identify issues and develop solutions engaging community and program networks.
- Conduct research and planning activities on relevant program topics.
- Proficient with Microsoft Word, Excel, PowerPoint, Publisher and Outlook.
- Effectively prepare and present ideas and information to diverse audiences in written, verbally or through public speaking.
- Excellent interpersonal skills; ability to interact with diverse audiences and maintain communication channels.
- Set priorities, meet deadlines and effectively manage multiple tasks.
- Establish and maintain effective working relationships and work in a team setting.
- Ability to work independently and to seek consultation when needed.
- Produce high-quality work that meets the standards of the grant and the agency.
- Need own car and proof of valid driver's license and insurance.

Education and Experience: Completed upper class coursework, Bachelor or Master degree in related field. Experience in early childhood a plus.

Benefits: Valuable career experience in program management and cross-sector community network coordination; grant writing and management; human services field and diversity. Community networking opportunities. Free parking. May develop into a regular employee position depending upon funding and individual's performance.

Must be able to pass a background check.

TO APPLY:

No Phone calls please.

Deadline: Open Until Filled

Email, mail or fax: **agency application, cover letter and resume**

Application available at www.nwhhsc.org/employment

To: Human Resources

hr@nwhhsc.org

Northwest Hennepin Human Services Council

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