

## **Program and Communications Manager**

1. Participate in outreach opportunities by engaging internal and external stakeholders and community members to build awareness of the Santa Cruz Reading Corps program and service opportunities. (4)
2. Implement communications outreach through website updates, newsletter content, social media and materials distribution per the request of the Executive Director and consistent with the First 5 Association Network Strategy. (4)
3. Develop and maintain the First 5 Santa Cruz County's website. (4 if Medi-Cal related)
4. Create relationships and facilitate communication with agencies/ schools for provision of services (e.g. VisionFirst screenings and Family, Friend and Neighbor Workshops scheduling at sites) (4)
5. Promote First 5 Santa Cruz County's vision, community initiative involvement and programs through print, traditional media, social media, F5 SCC's website and other communications platforms such as Facebook, Twitter, and Constant Contact . (4)
6. Assist with writing articles and responding to media in order to support outreach efforts. (4)
7. Support literacy tutors in enrolling in AmeriCorps and First 5 Service Corps onboarding documentation as well as navigating the required screening process prior to entering a host school site, including fingerprinting, TB tests and school district requirements for volunteers. (6 if Medi-Cal related)
8. Provide ongoing support and technical assistance to literacy tutors, including providing support for data entry, communication with teaching teams, and meeting AmeriCorps member compliance requirements. (6 if Medi-Cal related)
9. Plan, coordinate logistics, facilitate and/or oversee member meetings, member recognition events, Reading Corps trainings, AmeriCorps trainings and other professional growth opportunities intended to ensure literacy tutors are well prepared to conduct required literacy supports in their classrooms as well as cultivate service commitment, motivation, and relationship-building. (6 if Medi-Cal related)
10. Coordinate opportunities and verify members' participation in National Service projects. Work with F5 SCC and other evaluators to develop and implement SCRC evaluation plan, including collecting and submitting demographic and benchmark data as required. (6 if Medi-Cal related)
11. Participate in organizational cross-functional teams to meet First 5 SCC goals and ensure cross pollination of ideas, best practices, and continuous improvement strategies. (15,17)
12. Attend First 5 Association Network Strategy calls, First 5 Association Communications calls and First 5 Association meetings (per the request of the Executive Director). (15,17)

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13. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
14. Attends training related to the performance of MAA. (20)

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Employee Signature (please sign in blue ink)

\_\_\_\_\_  
Date

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Employee Name (printed)