**Montessori American Indian Childcare Center**

**1909 Ivy Ave E, St Paul, MN 55119**

**JOB DESCRIPTION**

**Title: Outreach and Connections Worker Hourly Rate: $23 - $25/hr**

**Position Summary:** The Outreach and Connections Worker will see and serve families holistically. The Outreach and Connections will partnership with families to connect them with information, referrals and early learning opportunities that increases the likelihood of long-term success for everyone involved.

The Outreach and Connection Worker will work to identify and connect with all the early learning opportunities in Ramsey County to develop an American Indian Early Learning Ecosystem (AIEL) network.

The Outreach and Connection Worker will engage with families to identify right fit opportunities with the AIEL Ecosystem that meet the early learning and resource needs of families.

At MAICC, we recognize the complexity of people’s lives. We value humility and ask questions before assuming we know what’s right for someone else. Flexibility and the ability to respond to changing conditions with questions and curiosity are key to how we respond and build trusted relationships with families and each other.

We respect each individual and work with them to identify immediate needs that connect them to right fit opportunities including referral to the MAICC Family Coach, the American Indian Economic Mobility Hub services, and Ramsey County programs like Help Me Connect and Bridge to Benefits.

**Position: .5 FTE**

**Office Hours:** M-F 9am-5pm (hybrid)

During program season and events hours will vary based on program and event need. Must be flexible to accommodate the needs of the organization during peak seasons, events, and for programmatic activities.

**Core Duties and Responsibilities**

* **30% Improve the life of American Indian children and families through connecting them with right-fit resources**
  + Assist families in identifying their familial needs
  + Help families connect with a right fit resource/s to support this need
  + Follow up with families about accessing resource/s
* **20% Attend Community Events and Activities to connect with American Indian families**
* **20% Identify early learning opportunities available in Ramsey County to develop an American Indian Early Learning Ecosystem network** 
  + Identify programs, services and opportunities in Ramsey County that focus on early learning
  + Engage with culturally specific providers to develop an Ecosystem network.
* **15% Increase access to community resources/Ramsey County programs**
  + Referrals/assistance made to American Indian Early Learning Ecosystem
  + Referrals/assistance made to American Indian Economic Mobility Hub Family Coach
  + Referrals/assistance made to Ramsey County Navigators

**Additional Duties**

* **10% Reports/Meetings/Trainings**
  + Report data and statistics
  + Draft narrative report on individual family successes
* **5% Outreach and Organization Wide Activity**
  + Support and participate in MAICC organization wide events and activities

**Required Qualifications:**

2-5 years previous experience in a role focused on outreach and connecting with families in accessing resources in diverse communities, specifically the American Indian community. High school diploma/GED required, Bachelor’s preferred. At least 21 years old.

**Preferred Skills:**

Excellent interpersonal and communications skills. Excellent meeting facilitation skills. Strong project planning and organizational competency. Computer literacy, including knowledge of basic software applications, internet and email, and a willingness to develop additional skills as needed. Cultural competence and experience in working with diverse communities. Ability to prioritize workload. Ability to work independently as well as with a team. Ability to work under stress. Ability to meet deadlines. Ability to work independently with little supervision. Comfort making decisions as needed. Deep commitment to/experience with community organizing, racial equity, and cultural responsiveness.

**Work Environment/Physical Demands/Schedule**

While performing the duties of this position, the employee is frequently required to sit for extended periods and may be required to stand for an extended period. The employee must occasionally lift and/or move items weighing up to 50 pounds. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. The noise level in the work environment is usually moderate. This position requires you to work some evenings and occasional weekends.