



**THE GEORGETOWN PROJECT**  
Leaders In Youth Development Since 1997

***Our Vision:***

***Georgetown is a community where no child is hungry, hurt, alone or rejected, and where all children and youth believe they are loved, respected and treated with dignity.***

***Our Mission:***

***Mobilize our community to coordinate, strengthen, and develop resources and relationships so that our children and youth become caring, capable, and resilient individuals.***

**CONTRACT POSITION DESCRIPTION**

**Contract Position Title:** Smart Beginnings Collaboration Facilitator, part-time contract

**Reports to:** Chief Executive Officer

**Contract Amount:** Up to \$50,000 based on meeting deliverables

**Expected Contract Dates:** April 1, 2022, to January 30, 2024 (candidate expected to commit to full timeframe)

**SUMMARY:**

The Georgetown Project is seeking a qualified early learning practitioner or specialist with community engagement experience to facilitate the new Smart Beginnings Collective Impact initiative targeting Georgetown and the surrounding rural areas. Through this initiative, we will convene and connect service agencies / organizations with critical stakeholders such as parents and caregivers to improve the efficient coordination and improvement of early learning / brain development services for children ages 0 to 3. The initiative's objective is to ensure at-risk mothers / fathers / caregivers — who have the power to assist in babies' brain development — can inform and help improve the design of early learning services and eliminate service access barriers for families.

**BACKGROUND:**

The Georgetown Project (TGP) is celebrating its 25<sup>th</sup> year in 2022. TGP's founding role in 1997 was to serve as a catalyst for collaboration around child and youth issues, to identify and fill gaps in youth services and to inspire a common community vision and environment that grows healthy, caring, capable and resilient kids. TGP's community-based initiatives and direct program services are designed to improve youth outcomes from cradle to career. We have the long game in mind – making sure our Georgetown youth are “Ready by 21” for college, work and life.

Through our leadership of the TGP Collaborative for Children & Youth and consultation with other community partners, we have identified a service delivery gap for early learning programming for children in their first 1,000 days. Our goal is to promote and coordinate services that strengthen the emotional attachment and bonds between caregivers and babies from the earliest opportunities.

### **Expected Deliverables:**

- ◆ Work closely with Chief Executive Office for orientation of local early learning landscape and community organizations/agencies involved
- ◆ Formalize commitments with partners to actively engage and participate in the planning and Collective Impact process
- ◆ Engage parents and caregivers as stakeholders in the Smart Beginnings Collective Impact initiative with a common agenda to improve the availability and quality of early learning services for children ages 0 to 3
- ◆ Coordinate and facilitate focus groups with parents of young children and other constituents
- ◆ Record community and stakeholder feedback
- ◆ Conduct a research-based literature review and summarize findings to inform next steps in strengthening early learning opportunities in Georgetown and surrounding Williamson County rural areas
- ◆ Compile and document findings from the Collective Impact initiative including possible collaborative funding development strategies
- ◆ Assist Grants and Finance Coordinator with documenting grant expenses and compiling grant reports

### **Qualifications and Skills Requirements:**

- ◆ Bachelor's degree in human services, early childhood education or related field required; Master's degree preferred
- ◆ Equivalent of 5-10 years' experience in an early education environment, early education teaching experience, pediatric nursing or in a non-profit social service agency serving youth and families
- ◆ Prefer candidate to already reside in Georgetown or Williamson County and have record of involvement in local youth-based initiatives
- ◆ Ability to foster collaboration among a diverse roster of service providers and family representatives
- ◆ Public speaking comfortability
- ◆ Computer skills, including proficiency in Microsoft Office, databases, research techniques etc.
- ◆ Capability to use virtual meeting platforms such as Zoom
- ◆ Detail oriented with strong organizational and time management skills
- ◆ Ability to work independently and exercise sound judgment
- ◆ Ability to handle multiple priorities and tasks simultaneously in a fast-paced environment
- ◆ Strong oral and written communication skills
- ◆ Understands the value of community partnerships

**Working Relationships/Environment:**

- ◆ Social perceptiveness to be aware of others' reactions and potential triggers as well as negotiation skills to bring individuals together and reconcile differences
- ◆ Must be comfortable with regular interaction with the Chief Executive Officer, other non-profits, community agencies, organizations, and parents/caregivers of young children
- ◆ Must be able to work with persons from diverse cultural backgrounds
- ◆ Must demonstrate behavior that is professional, ethical and responsible
- ◆ Professional dress required as appropriate for level of contact with public
- ◆ Work can be completed in a hybrid model of remote / in-person

For more information, visit [www.georgetownproject.org](http://www.georgetownproject.org)

**To Apply:**

Email cover letter and resume to [melisa@georgetownproject.org](mailto:melisa@georgetownproject.org)

Or send hard copies to:

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