

Job Title	Community Systems Coordinator
Employer/ Agency	First3Years
Job Description	<p>First3Years is a state-wide non-profit organization whose mission is to educate, advocate, and collaborate to support the healthy development of infants and toddlers. First3Years is recognized around the state for training programs that bring current research and best practice around promoting infant mental health to those working with and on behalf of infants, toddlers, and their families. Our Houston Regional operations focuses on building a better-connected early childhood system that can adequately meet the developmental and relational health needs of families.</p> <p>First3Years convenes service providers, advocacy groups, and public agencies to collectively develop and implement strategies to strengthen the system of programs and services that families need. Within Greater Houston, we lead two early childhood collaborations in Houston (the Houston Infant Toddler Coalition) and in Baytown (Babies in Baytown) that are developing their own locally informed approach to systems-building. These collaborations are also driving our newly launched Bright By Text program for Harris County.</p> <p>Additionally, First3Years hosts annual Baby Day events for families in cities across Texas to provide fun and accessible opportunities for caregivers to connect with their children under 3 years old. Within Greater Houston, we host Baby Day events in Houston and Baytown. Baby Day is the only statewide celebration of the importance of the first three years of life that is both a community event and a year-long campaign to offer families a range of tools to help strengthen their relationship with their infants and toddlers.</p> <p>First3Years seeks entrepreneurial, highly organized and flexible Community Systems Coordinator to support our Houston operations as well as First3Years' statewide policy efforts. An ideal candidate will not only have experience with authentic community engagement and facilitating group discussions but also have a deep understanding of the nature of collaborative work as well as systemic efforts for addressing racial equity starting at birth.</p> <p>Reporting to the Houston Regional Director, the Community Systems Coordinator's work will fall into four core buckets:</p> <ol style="list-style-type: none">1. Support the continued evolution and implementation of meaningful engagement of Houston Infant Toddler Coalition stakeholders and build trusting relationships to advance our collaborative goals.2. Manage key aspects of the Houston Infant Toddler Coalition work plan as well as future work plans aligned with our logic model, including but not limited to facilitating collaborative meetings at regular intervals and executing action steps of Coalition efforts.3. Contribute to the overall development and implementation of First3Years' Houston Regional operations, including but not limited to strengthening our Baby Day efforts and other programmatic areas as needed.

4. Contribute to the overall development and implementation of First3Years' operations, programs, and policy efforts.

Key responsibilities include but are not limited to:

- Lead Houston Infant Toddler Coalition work group meetings and execute related action steps, and support Houston Regional Director with Houston Infant Toddler Coalition efforts as needed
- Oversee the Bright by Text program for Harris County
- Co-plan and lead day-of implementation of Baby Day Houston; scope and build partnerships to potentially expand Baby Day in surrounding counties
- Give presentations to groups on areas of expertise and in infant mental health as needed
- Support First3Year's overall operations and programmatic efforts, including strategic planning, fundraising and professional development
- Provide support in developing and integrating First3Years' strategy for addressing racial equity within program areas and internally at First3Years

Requirements:

- Proven project manager, highly organized with exceptional attention to detail, including the ability to prioritize multiple tasks
- Self-directive, able to work independently, meet or exceed deadlines, and be highly responsive to internal and external collaborators
- Superb relationship building skills
- Ability to operate effectively and collaboratively in a results-oriented environment
- Strong writing and communications skills, including the ability to convey complex information so it is easily understood by the public
- Excellent facilitation and group presentation skills
- Adaptable, flexible and effective problem-solver in fast-paced settings
- Willingness to travel out of region - 15% of time for site visits or other First3Years business
- Personal transportation for travel within the region (i.e. reliable daily access to a car)
- Ability to work remotely with minimal supervision

Qualifications

Qualifications:

- Master's degree in early childhood, social work or related human development field, or Bachelor's degree plus 6 years relevant work experience
- Demonstrated understanding and commitment to social justice and race equity
- Experience coordinating work streams among diverse stakeholder groups
- Knowledge of social determinants of health, racial disparities in early childhood and resulting disparities in mental/behavioral health outcomes
- Knowledge of systems building frameworks and rationale of systems integration and alignment efforts for achieving better outcomes for children and families

	<ul style="list-style-type: none"> • Knowledge of early childhood community systems development, particularly research that is informed by those impacted by systems change initiatives • Experience engaging and building trusting rapport with communities of color • Experience leading public meetings and large group presentations • Bilingual in English and Spanish preferred • Experience in start-up environment preferred • Infant Mental Health Endorsement® preferred
Salary/Hours	Full Time position (Salary commensurate with experience)
Employer/Agency	First3Years
Address	1415 N Loop West, Suite #300-25
City, State, Zip	Houston, TX 77008
Contact Person	Christy Serrano
Contact Title	Houston Regional Director
Telephone Number	214-616-3293
Fax Number	N/A
Email Address	cserrano@first3yearstx.org
Application Method	Applications will be considered on a rolling basis. Please email the following documents to Christy Serrano at cserrano@first3yearstx.org no later than July 15, 2020: <ul style="list-style-type: none"> • Cover letter • Resume • Two academic or professional references
Opening Date	Immediate

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