

Job Description: Interactive Parenting Media Part Time Staff Community Outreach Manager.

Working from Oakland office near Jack London Square.

Organizational Description: Interactive Parenting Media is a nonprofit organization dedicated to strengthening families and communities by providing free parent education through live, call-in, parent education radio shows. The shows air every Sunday morning throughout the San Francisco Bay Area and Monterey County region. The mission of Interactive Parenting Media is to inform and inspire parents and all who care about children so that every child may be happy, healthy, and thrive. We provide a respectful and inclusive public forum through our interactive radio shows — *Childhood Matters* in English and *Nuestros Niños* in Spanish — as well as other media in English and Spanish. To learn more visit www.childhoodmatters.org and www.nuestrosninios.com.

Position Overview: The Community Outreach Manager will be responsible for implementing an outreach plan with the goal that all families in the greater San Francisco Bay and Monterey County region know about *Childhood Matters* and *Nuestros Niños* radio shows and benefit from the resources and information. The Outreach Manager will be responsible for supervising the outreach efforts of and working collaboratively with Outreach Specialists in San Francisco and Monterey County.

Responsibilities:

- Initiate and cultivate relationships with family agencies, hospitals, childcare centers, and other organizations or on-line communities that work with and provide services and support to families and children.
- Distribute promotional information about *Childhood Matters* and *Nuestros Niños* radio shows.
- Maintain a *detailed* record of outreach efforts, specifically agency names, contact information, dates visited, materials disbursed, and numbers of parents reached.
- Make *regular* and *thorough* written reports to the Interactive Parenting Media team about outreach efforts.
- Assist with writing grants and grant reports.
- Represent *Childhood Matters* and *Nuestros Niños* radio shows positively in the community.
- Communicate with producers of both radio shows regarding potential guests, community events, and parenting issues.
- Write the weekly Spanish-language newsletter and complete translations between English and Spanish for PSAs and other team needs.
- Make presentations about both radio shows to groups of parents, teachers, childcare providers, health care professionals, and others interested in the wellbeing of children.

Core Qualifications:

- Bilingual (Spanish-speaking) and bicultural.
- Previous work with English-speaking and Spanish-speaking families with children.
- Be familiar with the network of family service agencies such as childcare centers, pediatric offices, and nonprofit organizations serving children and families.

- High level of initiative, with the ability to work both independently and as a member of a team.
- Excellent communication skills.
- Committed to the mission of Interactive Parenting Media.
- Be very comfortable with computers and possess the ability to work with a database and manage the results of outreach efforts. Also comfortable with e-mail, Word, and Excel.
- Comfortable speaking in public and working with a diverse population.
- Possess a good sense of humor.

To Apply: Please send resume and cover letter by email to liz@childhoodmatters.org

Contact Information:

Interactive Parenting Media

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