

2024-2025 AmeriCorps Member Position Description



Partner Organization Name: Agenda for Children

Corps Member Position Title: Data & Communications Coordinator

Supervisor: Caitlin Boley

Days/Hours of Service: M-F 8:30-5

Physical Location: 8300 Earhart Blvd Suite #201, New Orleans, LA

Organization Mission and/or Goals:

Agenda for Children works to improve a child's well-being by supporting, informing and empowering the adults who can impact their lives, including teachers, parents, policymakers and donors. We connect adults to resources, ideas, services, and networks that can help their efforts to help children thrive, even in the face of limited resources. We believe all children should have the opportunity to thrive, be successful and pursue their dreams and that we can partner with families to achieve this.

Program Mission and/ or Goals:

The New Orleans Early Education Network (NOEEN) is an initiative of Agenda for Children and NOLA Public Schools that supports caregivers and families, and helps early learning centers improve the quality of their services. NOEEN is comprised of all publicly funded early childhood care and education providers in Orleans Parish—more than 150 public schools, non-public schools, Type III early learning centers, Early Head Start centers and Head Start centers—that serve more than 5,500 publicly funded birth to five-year-old children. NOEEN's mission is to ensure an excellent start for every child in New Orleans by strengthening early childhood education and providing families access to high-quality early learning programs that help them realize their dreams for their children.

Member Position Summary:

Agenda for Children's NOEEN team seeks a Data and Communications Coordinator to support early education in New Orleans through coordinating data and communications. The corps member's work will support development of the early education workforce, compliance with Louisiana Department of Education (LDOE) requirements, and provider's access to resources through the tasks outlined below.

Essential Functions of Position:

- Create and send a bi-monthly newsletter as a “snapshot” of what is happening in early education
- Create and send instructional materials (emails, slides, one-pagers) to providers to support completion of LDOE requirements and provide overviews of opportunities for them
- Plan and coordinate events for providers such as webinars and Steering Committee to gather feedback and provide important information
- Improve project plans alongside the Director of Early Childhood Systems + Supports
- Compile reports on provider data, such as completion of LDOE requirements and program quality
- Support high school practicum placements at early learning sites through coordinating placements, building partnerships, tracking completion requirements, hosting recruitment events, and more
- Liaise with local early learning providers to support completion of NOEEN requirements and successful practicum experiences for dual enrollment high schoolers

Member Impact

Short-term goals:

- Develop an understanding of the early learning landscape in New Orleans by attending community meetings, attend trainings, and review material
- Build individual relationships with key stakeholders, such as early education providers, NOLA-PS, and other local nonprofits
- Become comfortable with position functions, including event coordination, building and/or updating communications materials and website, processing data via spreadsheets, etc.

Long-term goals:

- Increase access to resources for early learning providers through developing communication and instructional materials and data management
- Expand the early education workforce through relationship-building with identified stakeholders
- Support NOEEN becoming more effective by refining processes alongside the Director of Early Childhood Systems + Supports

What skills, knowledge and trainings should the corps members expect to gain from this position?

The corps member can expect to gain the following:

- an in-depth understanding of early childhood education in New Orleans, including the factors that can create barriers for families and the efforts being made to address them.
- an increased ability to engage with and understand detailed processes and related project plans.
- the development of “soft” skills such as relationship building and communication as well as technical skills like experience with website editing, creation of communication and instructional materials, and detailed data processing via Google Sheets.

The corps member will be welcome to attend a multitude of early childhood events in the area as they desire, including conferences, trainings and professional development sessions, community meetings, and more.

Ideal Candidate Qualifications

- Strong writing and communication skills, both largely and interpersonally
- Attention to detail
- Interest in education
- Relationship-building
- Ability to work independently and collaboratively
- Reliability
- Record-keeping/documentation
- Ability to see the "big picture" and think strategically
- Comfortability with Excel/Google Sheets and Canva preferred
- Bachelor's Degree in communications, political science, education, child development, psychology, public policy, or related field preferred
- Must have reliable transportation and the ability to travel to office and meetings in Greater New Orleans as needed (2-5 times/month)