

## Early Intervention & Prevention (EIP) Initiative Coordinator

**Job Title:** Early Intervention & Prevention Initiative Coordinator

**Reports to:** Early Intervention & Prevention Initiative Director

**FLSA:** Exempt

**Employment Status:** part-time

**Scheduled Hours/Week:** 20-25 hours/week

### Company Overview:

Marion County Commission on Youth (MCCOY) was established as an independent, non-profit organization in December 1993 to serve as Indianapolis' coordinating body. MCCOY's mission is to champion the positive development of youth through leadership on key issues and support of the youth worker community. MCCOY's four community roles are to serve as an Advocate, Capacity Builder, Convener, and Resource. These roles have allowed MCCOY to open doors in the community and expand opportunities for young people.

- **ADVOCATE:** MCCOY engages in advocacy on the local, state and national level. MCCOY partners with advocacy organizations, direct service providers, young people and community members to ensure youth have a voice in policy decisions that affect them.

- **CAPACITY BUILDER:** MCCOY prepares youth-serving organizations to support the development needs of youth through participatory trainings, program advice and networking opportunities.

- **CONVENER:** MCCOY brings the community together to find innovative ways to address youth issues through open dialogue between youth workers, community advocates, young people and many others.

- **RESOURCE:** MCCOY provides essential tools and information to young people, educational, government, health and youth program partners.

By remaining faithful to the role as central Indiana's youth service intermediary, MCCOY has been able to add value to the community by keeping the focus on developing the supports and opportunities needed for positive youth development.

### Description:

The EIP Initiative Coordinator will serve as a connector between multiple departments in MCCOY and the community, with primary focus on coordinating various Early Intervention & Prevention (EIP) Initiatives. The EIP Initiative Coordinator will be the lead in carrying out community building efforts on the near west side of Indianapolis to connect families to available resources and increase resident engagement and leadership around relevant Quality of Life plan strategies. The EIP Initiative Coordinator will also coordinate efforts to increase the scale and reach of MCCOY's child abuse prevention strategies.

| <b>Key Responsibilities:</b>  | <b>Est. % time</b> |
|---|--------------------|
| Convene and support Neighborhood Engagement Action Team (NEAT) programming on the near west side of Indianapolis. | 75%                |

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| <ul style="list-style-type: none"> <li>• Develop and execute plan to recruit, acknowledge, and retain NEAT members.</li> <li>• Coordinate and manage ongoing training of NEAT members.</li> <li>• Support data collection efforts, including regular measurement, analysis, and reporting.</li> <li>• Research best practices related to community building and community health worker model.</li> <li>• Effectively represent MCCOY and the EIP Initiative at community and public events.</li> <li>• Assist with updating and dissemination of relevant collateral materials.</li> <li>• Serve as a liaison between the EIP Initiative, the near west neighborhood, residents, community partners to support and promote efforts to increase resident engagement and leadership around Quality of Life plan strategies.</li> <li>• Keep the EIP Director informed of developments and progress related to NEAT program.</li> <li>• Remain informed and conversant on MCCOY and the EIP Initiatives activities, involvements, and collaborations.</li> </ul> |     |
| <p>Coordinate child abuse prevention strategies between the EIP Director, Director of Training, and collaborative partners.</p> <ul style="list-style-type: none"> <li>• Develop outreach plan to create awareness about child abuse and the impact on children, family, and communities.</li> <li>• Serve as liaison between MCCOY staff and community partners to execute strategy in furtherance of the EIP strategic plan.</li> </ul>  | 25% |

**Knowledge, skills, and abilities:**

Ability to work independently in a fast-paced environment; handle multiple projects and be highly organized; leadership skills within a team environment, proficiency with Microsoft Office products; strong written and verbal communication skills; and a positive attitude.

Experience in community organizing, child welfare and/or juvenile justice, forging collaborative partnerships with a variety of stakeholders. Experience or knowledge of the field of youth development and principles of positive youth development valuable. Previous nonprofit experience preferred.

**Qualifications:**

- Bachelor’s degree in related field or 3 to 5 years of appropriate community building or community health worker experience.
- Minimum of 1 year experience in a leadership capacity, with preference for at least 2 years of leadership experience in a neighborhood based setting.
- General knowledge of youth-serving systems, local organizations, resources, and community leaders.
- Project management and data collection experience a plus.