



**Position Title:** Strategic Initiatives Coordinator

**Reports To:** Executive Director, Nurture KC

**Supervision Exercised:** Volunteers, support staff

**Position Function:** This position is responsible for three key initiatives within Nurture KC:

- Coordinate the planning, implementation and follow-up of Mid America Immunization Coalition (MAIC) programs and activities
- Coordinate the planning, implementation and follow-up of Safe Kids Metro KC programs and activities
- Develop and coordinate a fatherhood initiative for male Healthy Start participants
- Serve as a resource to and liaison for community professionals and families regarding vaccine-preventable disease and injury prevention
- Manage grant writing and fund-raising activities related to MAIC and Safe Kids Metro KC and the fatherhood initiative under the guidance of the Nurture KC Executive Director
- Manage the fulfillment of requirements of all program grants, and track outcomes
- Submit timely reports to grant funders
- Provide materials and information for communications and marketing, such as newsletter articles, press releases, publications, letters to the editor, social media, etc.
- Provide direction and oversight for support staff related to MAIC, Safe Kids, and fatherhood initiative meetings

**Duties and Responsibilities related to Mid America Immunization Coalition (MAIC):**

- Oversee functioning of community coalition composed of key professionals and volunteers whose concern is the protection of children, adolescents and adults in the greater KC area from vaccine-preventable diseases
- Provide oversight of the Coalition's immunization grant projects
- Provide leadership for MAIC committees
- Act as the main liaison on state and national immunization initiatives
- Participate in and assist with Coalition and partner activities (i.e., health and back-to-school fairs)
- Evaluate the impact of MAIC's efforts
- Prepare reports on MAIC activities

**Duties and Responsibilities related to Safe Kids Metro KC (SKMKC):**

- Work with SKMKC members to plan, implement and evaluate injury prevention activities
- Act as liaison to Safe Kids USA/Worldwide, Safe Kids Missouri and Safe Kids Kansas
- Plan and coordinate SKMKC Steering Committee and quarterly membership meetings
- Provide oversight of the Coalition's injury prevention grant projects
- Monitor injury prevention outcomes and statistics
- Prepare reports on SKMKC activities

**Duties and Responsibilities related to the fatherhood initiative:**

- Research best practices around fatherhood programming
- Develop a strategic plan for implementing this new initiative
- Seek funding opportunities
- Identify partners for engagement and resource-sharing

**JOB QUALIFICATIONS****Required qualifications:**

- Bachelor's degree preferably in health, social sciences, or education
- Excellent computer and internet skills (experience with Microsoft Office -Word, Excel, Outlook and Power Point)
- Excellent written and oral communication skills
- Grant writing experience
- Program evaluation
- Knowledge of community resources and services
- Experience in community outreach and project coordination
- Experience in working with volunteers and community agencies
- Ability to work some weekends and evenings

**Preferred qualifications**

- Master's degree in related field
- Fund development experience
- Experience with desktop publishing software, such as Publisher
- Bi-lingual, English and Spanish

**To apply**

Send a copy of your résumé and a letter of interest to [info@nurturekc.org](mailto:info@nurturekc.org) no phone calls please.

*It is the policy of Nurture KC to provide equal opportunity to all employees and applicants for employment without regard to race, color, national origin, religion, sex, pregnancy, sexual orientation, age, disability, genetic information including family medical history, citizenship, past or current military service, future military obligations, or any other status, characteristic, or condition that is protected by applicable law.*