



EMPLOYMENT OPPORTUNITY

KYCC runs an on-going comprehensive education and outreach campaign educating low- income and immigrant workers throughout the state and federal Earned Income Tax Credits and connecting them with free tax preparation assistance. Comprehensive outreach and media strategies include traditional and grassroots in collaboration with community based organizations and government agencies.

The Campaign Partnership Coordinator will oversee grant applications, contracts, budgets, reporting and deliverables. The Coordinator will work closely with vendors, subcontractors, state agency staff, other state grantees and KYCC's Communications, Tax Program, and Fiscal unit to ensure alignment between work plans, budgets, spending and program activities.

The Campaign Partnership Coordinator will ensure the campaign achieves the expected outcomes. This includes growing and nurturing regional partnerships, drafting and oversing work plans and timelines, expenditures, sub- grantee contracts and manage all reporting requirements on grant activities.

Campaign Partnership Coordinator (Full-time, Non-exempt)

Unit: Community Economic Development (CED)

Reports to: CED Services Manager

Posting date: 11/09/2022

Positions Available: 1

Salary: \$26.00 – 30.00 hourly DOE, plus BENEFITS

Summary: The Campaign Partnership Coordinator is a position and works under the direction of the Community Economic Development Services Manager. The Campaign Partnership Coordinator is responsible for implementation of programs and services identified and developed by the Community Economic Development Services Unit Manger. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year.

Duties / Responsibilities:

- **Lead for countywide public awareness campaigns**
 - Managing public awareness outreach and education campaigns (tax credits, free tax services, and relevant programs and services for low- income and immigrant communities);
 - Develop and oversee the development of campaign outreach assets, such as videos, social media calendars, graphic, and/ or flyers;
 - Producing outreach events in- person, on virtual platforms, and social media, i.e. Facebook and Instagram.
 - Seeking opportunities to promote campaigns with community partners;
 - Collaborating with KYCC communications department, media consultant, social media consultant, designers, vendors, and other leadership within the countywide collaborative.
- **Campaign contracts management:**
 - Managing campaign outreach and education collaborative;
 - Preparing monthly progress report for steering committee and funder;
 - Providing training and supervision to partners in the collaborative;
 - Handling the timely payments to partner agencies and vendors; and
 - Maintaining records of invoices to and payments from funder.
- **Other duties as assigned by the CED Services Manager.**



Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):

- A Bachelor's degree in Business, Public Relations, Communications, Social Work, Project Management or other related field from an accredited college or university OR an AA degree in Business or Administration with 2 years of work experience.
- Experience with community organizing, community based organizations and/ or collaborative.
- Ability to organize and prepare documentation in a timely manner.
- Possess initiative, flexibility, and the ability to work under pressure and without direct supervision.
- Demonstrable working knowledge of the use and operation of personal computers.
- Strong interpersonal, organizational, written and communication skills.
- Ability to work collaboratively with others and a willingness to participate fully in the team process.
- A valid Class C California Driver License, access to personal automobile, and proof of auto insurance.
- Proof of passing a TB test and fingerprinting clearance (Live Scan).
- Proof of eligibility to work in the United States.
- Full COVID-19 vaccination is required.

Desired Qualifications:

- Demonstrable knowledge and skill in business, including human relations, public speaking, outreach and marketing, and organizational skills.
- Bilingual Spanish/English is highly desired, but not required.

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