

Community Coordinating Council Job Description

Coordinator

Reports To:

This contracted position is housed at the Muskegon Community Foundation and reports to the Executive Committee of the Community Coordinating Council.

General Job Function:

The coordinator for the Community Coordinating Council (CCC) is responsible for comprehensive planning with the council and the accomplishment of the mission to improve the outcomes for individual children and families by collaboratively planning delivering human services using a comprehensive, data-based, systemic approach.

Preferred Qualifications:

- Experience in human services required.
- Bachelor's Degree, Master's Degree preferred

Essential Skills, Knowledge, Experience, and Other Expectations:

- Work effectively with agency directors, community leaders and consumers.
- Coordinate systems-level planning, strategic planning and needs assessment.
- Possess the ability to manage complex tasks and multiple time frames.
- Can operate with minimum supervision
- Possess the enthusiasm for working with community based, collaborative body.
- Possess the ability to motivate others.
- Ability to conceptualize at the systems level, to see interrelationships and the big picture.
- Ability to understand human development and causes, consequences, avoidance and treatment of human disabilities.
- Organization skills.
- Computer skills.

Essential Job Function:

- Assist the Executive Committee (EC) of the CCC in planning/coordinating meetings.

- Assist in the development of a community plan and provide the CCC on its progress
- Prepare regular reports as requested by the CCC regarding community plan and target goals.
- Coordinate task and work groups as assigned by the EC to ensure the CCC moves forward with its work.
- Report regularly to the EC and CCC on coordination efforts and information.
- Assist the CCC in on-going planning and outreach efforts, keep the membership of CCC as culturally, socially and ethnically diverse.
- Attend Community Coordinating Council (CCC) meetings and coordinate, facilitate as required.
- Attend regional/state meetings.
- Respond to all requests for information and clarification from the State of local initiatives.
- Obtain and provide information to the CCC, as needed or requested, on existing programs, model interventions, financing strategies, issues with relevance, and other matters relevant to the work and effective operation of the CCC.
- Report to the EC regarding financial support of the CCC.
- Provide or arrange for training and consultation on emerging state and local initiatives, as assigned by the EC.
- Facilitate communication among CCC members.
- Facilitate consumer participation, input.
- Serve as liaison among committees so that their activities are coordinated and their respective action plans put together into a comprehensive and internally consistent systems plan.
- Provide technical assistance on plans as they are drafted by workgroups/committee.
- Perform other tasks and assumes other responsibilities as the Executive Committee may assign.