



community foundation

Mason County

The Community Foundation for Mason County is investing in kids by launching KickStart to Career, a children's savings accounts (CSA) program as tool to promote pathways to careers. Starting in the 2019-20 school year, every kindergartener in Mason County schools will receive a CSA opened with a with a \$50 deposit. It is designed to give students a boost in paying for career training or college expenses. The Community Foundation is seeking a Program Coordinator for KickStart to Career Mason County. The successful candidate will possess strong communication, organizational, and writing skills, along with a demonstrated experience in collaborative project work.

Position: Kickstart to Career Program Coordinator
Reports to: Executive Director, Community Foundation for Mason County

MINIMUM QUALIFICATIONS:

1. Possession of a Bachelor's degree or equivalent experience
2. At least five years successful experience working in community nonprofit agencies or local schools.
3. Demonstrated leadership skills with the ability to partner with various local schools and community representatives
4. No physical or mental restrictions that would, with reasonable accommodation, prevent performance of the essential job functions and responsibilities.

PREFERRED QUALIFICATIONS:

1. Knowledge of and working relationship with Mason County's schools kindergarten programs and local community service agencies

ESSENTIAL JOB FUNCTION:

1. Management of the Kickstart to Career – Mason County Program. This area of activity includes:
 - a. Work with CFMC Communications Director to:
 - Coordinate program materials such as parent packets, school promotion, etc.
 - Print materials, assemble packets, distribute to schools
 - Coordinate roll-out of KtC program and Kindergarten round-up for the 2019-2020 school year
 - Launch event
 - Develop a communication strategy for kindergarten teachers and school districts
 - Develop ongoing communication strategy for schools, teachers, parents, and students
 - Update website and social media accounts
 - b. Work with schools to make sure all districts integrate KtC into curriculum
 - c. Work with partner(s) to develop the student and family
 - financial education engagement strategy
 - Schedule financial education events in each school
 - d. Work with the program design team to:
 - Finalize program evaluation metrics
 - Develop parent and student engagement strategy
 - e. Implement Outcome Tracker
 - Customize Outcome Tracker with our desired settings
 - Use data from ESD and schools to set up student records
 - f. Provide customer service for families and schools about the program via phone and email
 - g. Coordinate 1:1 Fund fundraising drives
 - h. Participate in the MI CSA Consortium

- i. Administer reward deposits, including earned interest as “savings reward”
- j. Be a liaison for Mason County Promise and Mason County College Access Network
- k. Run “Bank Days”
 - Schedule days for each school
 - Coordinate attendance of self, bank, and/or volunteers to take deposits
- l. Promote community awareness of the KtC program
- m. Support other activities that promote/support the Foundation operations/initiatives

DEADLINE FOR APPLICATIONS: All candidates must submit a letter of interest and resume via email to Andrea Large, alarge@cffmc.org by March 11, 2019.

TERMS: This position will work 44 weeks per year at 15 hours per week.

SALARY RANGE: \$20-\$22 per hour depending on experience and education.

To learn more about how a KickStart to Career program works, visit the website for the Muskegon County program, run by the Community Foundation for Muskegon County at www.ktcmuskegon.org.