Governor’s Office of Early Childhood Development
Position Description
Communication & Dissemination Coordinator

The Governor’s Office of Early Childhood Development (GOECD) leads the state’s initiative to create an integrated system of quality early learning and development programs to support Illinois’ vision:

*We envision Illinois as a place where every young child – regardless of race, ethnicity, income, language, geography, ability, immigration status, or other circumstance – receives the strongest possible start to life so they grow up safe, healthy, happy, ready to succeed, and eager to learn.*

The Communication & Dissemination Coordinator will provide support to the Director of Communication & Dissemination and is responsible for content creation and implementing dissemination and communication strategies to maximize the effectiveness of GOECD’s collaborative efforts under the federal Governor’s Emergency Education Relief (GEER) Fund.

Reports to: Director of Communication & Dissemination

**Essential Duties and Responsibilities**

- Manage communication and logistics for statewide groups supporting the implementation of GEER Funds: Pyramid Model Leadership Team and Mental Health Consultant (MHC) Initiative Leadership Team.
  - Coordinate with members of these statewide councils and committees on meeting content and logistics to ensure meeting objectives are met.
  - Disseminate information developed by the Pyramid Model Leadership Team and MHC Initiative Leadership Team.
- Facilitate the development of the dissemination strategy and implementation for GEER Fund activities.
  - Develop and execute a dissemination plan with timelines (internal and external).
  - Contribute to the continuous refinement of the dissemination plan and grant activities based on stakeholder engagement and feedback.
- Support the Director of Communication & Dissemination in the implementation of GOECD’s internal and external communications strategies.
  - Execute project flow to support communication between GOECD project leads and partners/vendors.
  - Write and produce content for the GOECD website, newsletter, email communications issued on behalf of the Acting Executive Director, project reports, and additional communication platforms.
  - Build emails and regularly disseminate communications to statewide distribution lists on behalf of GOECD.
  - Prepare and analyze detailed communication and engagement activity reports to optimize content, messaging, and distributions.
  - Conduct research and monitor social media activity.
  - Respond to communications-related issues in a timely manner.
  - Support the plan for communications, both operational and about grant activities, between GOECD and the Governor’s Office.
- Support the Director of Communication & Dissemination and the Executive Assistant with the communication and logistics for the Early Learning Council Executive Committee, Early Learning Council, Early Childhood Inter-Agency Team and other committees/councils.

**Qualifications and Requirements**

- Minimum of a Bachelor’s Degree from an accredited college in Child Development, Early Childhood Education, Public Policy, Social Work, Psychology, or Communications/Marketing.
- 3+ years of relevant professional experience in project management, advertising/marketing, and coordinating top level decision makers.
- Experience in leading, coordinating, or facilitating a team of diverse stakeholders towards common goals.
- Knowledge of office management systems and procedures, such as WebEx, Microsoft Teams, and Zoom to support virtual meetings.
- Advanced computer skills including proficiency in Microsoft Office Suite.
- Prior experience developing and implementing communication and dissemination plans is desirable.
- Experience with Hypertext Markup Language (HTML) is preferred.

**Competencies**

- Commitment to the GOECD’s vision and mission.
- Works to operationalize an equity framework, with the goal of eliminating racial inequities throughout the early childhood system; will cultivate equitable practices across all aspects of job function.
- Proven experience creating targeted content is advantageous.
- Strong knowledge of communication practices and techniques.
- Outstanding written and verbal communication skills.
- Excellent organizational and leadership abilities.
- Strong attention to detail and proofreading skills.
- Ability to work in a collaborative, fast-paced environment both in-person and remotely.
- Excellent time management skills and the ability to prioritize work.

*This position is contractual and time-limited to the grant period with the possibility to extend.*

Send Cover Letter and Resume to: Governor's Office of Early Childhood Development c/o GOV.OECD@Illinois.gov