

UNITED COMMUNITY SERVICES OF JOHNSON COUNTY

Job Description

POSITION: Director of Education and Planning

REPORTS TO: Executive Director

REVISED: June 2018

OVERVIEW

United Community Services of Johnson County is a 501(c)(3) with the mission to provide data analysis, lead collaborative planning and mobilize resources to enhance the availability and delivery of health and human services. Every community faces an ever-changing environment, and that environment directly impacts human well-being. Effective planning and collaboration can shape how a community responds to those changes. That's where United Community Services of Johnson County comes in.

The Director of Education and Planning serves as a member of the UCS team with the primary responsibility to manage and facilitate community planning efforts focused on addressing health and human service needs, reducing poverty, and creating opportunity in Johnson County; and advance UCS' core work of education and advocacy through data analysis, research, and writing about population trends and human service needs.

DUTIES AND RESPONSIBILITIES

Community Planning: Be a part of the leadership team for UCS community planning activities, which encompass facilitation, research and leveraging resources, including:

- Design and implement community planning processes that result in strategic plans to respond to human service issues.
- Design and implement research projects that document local health and human service needs.
- Analyze state and local public policy issues and use that analysis to provide direction for UCS community planning activities.
- Identify opportunities for collaborative efforts that leverage resources and respond to human service needs.
- Current assignments:
 - Facilitate and manage the **Johnson County Health Equity Network**, including building and maintaining multisector relationships with existing and new partners, community listening, focus groups, evaluation, research regarding health equity and the social determinants of health, meeting facilitation and goal setting, planning and implementation, budgeting and reporting, and other duties as required.
 - Facilitate and manage the **Transitional-Age Youth Planning Project**, including overseeing the implementation of the Transitional-Age Youth Plan, event planning, program evaluation, public policy research and public education, meeting facilitation and goal setting, evaluation, research and data analysis, budgeting and reporting, and other duties as required.

Education and Advocacy:

- Lead data analysis and public education on population trends and human service needs.
- Analyze publicly available population and economic data to monitor trends and illuminate emerging needs.
- Produce and publish issue-specific fact sheets, research reports, and position statements.
- Compile annual population indicators of economic, health, and social well-being for the six-county region.

- Develop data presentations for public audiences.
- Additional public policy research, data analysis, and other related duties as required.

Management & General Responsibilities:

- Relate to the board through the Executive Director, including providing information to keep the board informed of projects' status and accomplishments, working with board committees, and attending and assisting with arrangements for board and committee meetings.
- Develop recommendations concerning program plans, funding, policies and procedures.
- Identify and advance resource development opportunities related to project responsibilities.
- Maintain data as requested to document achievement of outcomes.
- Assist with communicating the work of UCS to various constituent groups.
- Assist the Executive Director as needed.
- Other duties and special projects as assigned.

JOB RELATIONSHIPS

External: Board of County Commissioners, city officials and administrators, state legislators, United Way staff and volunteers, social service providers, school administrators, and other sectors as needed.

Internal: UCS staff, Board of Directors.

JOB REQUIREMENTS

Education: Bachelor's degree required. Master's degree preferred. Preferred field(s) of study include social work, public administration, social science research fields.

Experience: Four years of progressively responsible work experience in a community organization, including project management. Experience in planning and coordination of human service programs; data analysis, synthesis, and management; and community organizing and advocacy helpful.

Knowledge & Skill:

- Research experience, including familiarity with various quantitative and qualitative research methods.
- Written communication skills, including business writing, grant writing, report writing, summarizing, and editing skills.
- Oral communication skills, including presentations to individuals, small or large groups.
- Facilitation skills, including agenda development, ability to help groups focus, ability to use group decision making to gain commitment, and ability to encourage participation.
- Time management skills, including the ability to manage multiple concurrent projects and meet deadlines.
- Leadership skills, including strategic planning skills, goal setting skills, assessment skills, collaboration skills and complex decision-making skills.
- Working knowledge of health and human service sector in Johnson County, Kansas.
- Proficiency with Windows Office Suite, especially Microsoft Excel and PowerPoint.
- Experience accessing and analyzing public data sources (for example, data from the U.S. Census Bureau, Bureau of Labor Statistics, the Kansas Department of Health and Environment)

Mental

Ability: Organize and prioritize work.
Understand and meet deadlines.
Analyze situations and make recommendations.

Physical

Ability: Travel locally and regionally.
Make and receive telephone calls.
Make public presentations and conduct meetings.
Hand-eye coordination adequate to input computer data.
Handwrite legibly.
Visual stamina and acuity adequate to review data and spend periods of time looking at computer screen.
Attend meetings and be attentive for extended periods.
Attend meetings outside of regular business hours as needed.

UCS is an equal opportunity employer.

Compensation and Benefits: Salary is commensurate with experience. UCS offers a full benefits package.

Salary Range: \$56,000 – \$76,000

Contact Information:

Instructions: Email or fax resume, with cover letter, and three professional references to Julie Brewer, Executive Director, ucsjoco@ucsjoco.org, fax (913) 492-0197.

Deadline: July 14, 2018
Contact: Julie Brewer
Fax: (913) 492-0197
Email: ucsjoco@ucsjoco.org