

# SPARK COMMUNITY ENGAGEMENT SPECIALIST

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Transform Consulting Group is a national, data-informed consulting firm that serves government agencies, nonprofits, philanthropy, and early education through higher education institutions. We are a group of strategists, analysts, project managers, and consultants who are focused on improving lives.

We help our clients solve complex challenges and drive meaningful change to transform organizations, communities, and lives. We provide our clients with hands-on, results-based tools. We use a systematic approach to collect, analyze, and visualize data in dashboards that inform progress. We walk our clients through steps to mobilize a collective approach to solve complex social challenges.

Transform Consulting Group is seeking a team-oriented professional to manage a statewide advisory council and other outreach efforts for a contracted project with the state of Indiana. Transform Consulting Group has a contract with Shine Early Learning to support the implementation of training and technical assistance for child care providers in Indiana through [SPARK Learning Lab](#).

The Community Engagement Specialist is responsible for recruiting, onboarding, and facilitating a statewide advisory council that will provide advice and feedback to SPARK Learning Lab on its programs and initiatives. The Community Engagement Specialist will also work with the SPARK Learning Lab team to plan and facilitate other meetings that will support child care providers in Indiana with quality improvement, especially as it relates to increasing their quality rating on Indiana's quality rating and improvement system, [Paths to QUALITY™](#). The Community Engagement Specialist will work in collaboration with the Transform Consulting Group team, the SPARK Learning Lab team, the Indiana Family and Social Services Administration, and other partners.

The Community Engagement Specialist will work full-time on the SPARK Learning Lab project for Transform Consulting Group. While the company's main office is in Wabash, Indiana, the selected candidate could work remotely, in Indiana or very nearby Indiana. There will be occasional travel required throughout the state of Indiana.

## Essential Functions

### Manage Advisory Council

- Recruit, onboard, and facilitate the statewide advisory council
- Manage the recruitment and selection of advisory council members with diverse representation—geographically, racially, and programmatically



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- Onboard and train new advisory members and SPARK staff to fully and actively participate in the advisory council
- Work with SPARK leadership to schedule the meetings and plan engaging and useful agendas
- Coordinate logistics for in-person and virtual meetings
- Collaborate with the communications team to develop and implement a communication plan for the advisory council
- Document advisory council policies and procedures

### **Facilitate Provider Meetings**

- Plan and facilitate other program meetings that will support child care providers in Indiana with quality improvement, especially as it relates to increasing their quality rating on Indiana's quality rating and improvement system
- Facilitate and support other current, ongoing, or additional early child care and education program meetings designated by the SPARK leadership team

### **Expand Community Engagement**

- Work with local coalitions and community partners to facilitate these program meetings
- Collaborate with SPARK leadership regarding the delivery of professional development opportunity during these meetings
- Facilitate relationship development between identified SPARK staff & coalition and community partners
- Stay up-to-date on SPARK Learning Lab programs and initiatives and other early care and education information

### **Assist Marketing and Communications**

- Support internal communication strategies and dissemination of information
- Attend or facilitate marketing and outreach events
- Build brand awareness by attending conferences or other statewide provider meetings
- Other duties as assigned

### **Education and Experience**

- Bachelor's degree in early childhood education, business, social work or nonprofit administration, or related field required
- 3+ years of experience in education, volunteer management, or related field
- Knowledge of early care and education is a plus

### **Skills and Ability**

- Detail-oriented with strong follow-through skills
- Ability to dig into information and facilitate others' understanding
- Ability to think quickly and problem-solve
- Adept at prioritizing multiple tasks and meeting deadlines in a fast-paced environment



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- Able to foster strong collaborative relationships working with both the Transform Consulting Group and SPARK Learning Lab teams
- Possess end-to-end project management skills—moving concepts through design, development, implementation, and continual improvement
- Superior time and project management skills
- Strong team orientation and ability to work effectively in collaboration with diverse groups of people
- Ability to interact effectively with people from diverse backgrounds
- Ability to communicate effectively, orally and in writing
- Strong computer skills
- Must be honest, dependable, and able to meet deadlines
- Self-motivated and able to work independently
- Commitment to support and exemplify shared mission and values!

### Salary/Benefits

Salary is \$50,000 to \$60,000. Employee medical, dental, vision, and life insurance premiums are covered by TCG at no cost to employees. A 401k plan with a match is also provided. Additional benefits information is described [here](#).

### To Apply

Interested applicants should submit a cover letter, resume, and work sample to [admin@transformconsultinggroup.com](mailto:admin@transformconsultinggroup.com). Questions or inquiries may be submitted to this email address as well.



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