Community Resource Navigator – AmeriCorps

Job description: United Way of Southeast Missouri is launching a new AmeriCorps program, United for Childcare, to increase access to affordable, quality childcare in Southeast Missouri. Childcare is a critical need in our region, with many families unable to work due to a lack of providers. This program places AmeriCorps members in roles that expand provider capacity and support the childcare workforce.

Member Duties: Community Resource Navigators raise awareness, build partnerships, and ensure families know where to turn for help. As a Community Resource Navigator, you will be the welcoming face of the program in our community, supporting outreach, organizing events, and building trust between families, providers, and local services.

- Develop customized plans to enhance family stability by leveraging comprehensive wraparound services.
- Share program materials and flyers in libraries, schools, and public spaces.
- Help create a warm experience for families at the Childcare Resource Center.
- Assist with intake and direct families to the right team member.
- Build relationships with community partners and nonprofits.
- Collect feedback and track engagement.
- Assist with creating and updating resource materials.
- Master TOOTRiS software to connect families with available childcare options, helping to optimize provider capacity.

AmeriCorps Service:

- 3/4 time (1,200 hours of service)
- Living Allowance: $14,400
- $5,176 Education Award upon successful completion of service.

Additional Benefits: Paid childcare assistance, if eligible; access to professional development training and education through United Way; permits working at another job and/or school attendance during off hours.

Service Areas: Community and Economic Development, Children/Youth.

Desired Skills: Ability to work well as a team player and also be self-directed; excellent written and verbal communication skills; efficient use of computers and software; outgoing, organized, trustworthy.

Office Location:
16 N Spanish St
Cape Girardeau, MO 63701