

Job description

Family Engagement Coordinator

Connecting for Children and Families (CCF)

Part-time (25 hours/week)

\$14/hr.

CCF is seeking a Family Engagement Coordinator to serve as a liaison between school administrators, faculty, staff, students' parents and the out-of-school time (OST) program. This key position will improve communication between the school and the students' families; promote parent engagement in their children's education; and encourage greater community involvement in the school. **1*** positions available at the elementary school level and 1 position available at the middle school level*

Responsibilities:

- Coordinate family events/workshops promoting parent engagement in their children's education and a sense of community.
- Assist the Site Coordinator with the afterschool and summer enrichment initiatives at the elementary or high school level.
- Work closely with the school and the community to ensure strong communication and partnership between school/community and the OST program.
- Plan, execute, and reflect on family/community events and workshops/trainings based on family/community needs at the school.
- Coordinate incentives such as field trips, childcare, awards, games, and other fun family engagement activities to encourage family participation in school related events.
- Plan & teach enrichment or educational programs in the afterschool program.
- Conduct outreach to parents and family members to encourage their participation in school life-PTO, School Improvement Team, volunteerism, Parent/Teacher conferences, school events, etc.
- Provide information about community resources to families and help make referrals to other community based organizations as needed.
- Work collaboratively with the Site Coordinator to promote program/event participation, community involvement and other shared responsibilities.
- Participate in the OST Program Advisory Committee.
- Attend organization wide events such as quarterly meetings and staff retreat.
- Participate in professional development opportunities.
- Disseminate and collect appropriate evaluation data (attendance, surveys, etc.) necessary for reporting.
- Review and monitor tracking tool and utilize data to manage family participation, volunteerism and retention.

Requirements:

- Must be 18 years old.
- High School Diploma required, some college, a plus.
- **Must be bilingual in Spanish.**
- Excellent interpersonal and organizational skills.

- Ability to lead activities in-person or virtually as needed.
- Strong computer skills, with a working knowledge of Microsoft applications.
- Experience working in community-based programs with a clear understanding of urban issues and communities.

This position reports to: Site Coordinator

Please send resume and cover letter.

Connecting for Children and Families is an Equal Opportunity Employer.

Job Type: Part-time

Salary: From \$14.00 per hour

Benefits:

- 401(k)
- 401(k) matching

Schedule:

- Monday to Friday

Ability to commute/relocate:

- Woonsocket, RI 02895: Reliably commute or planning to relocate before starting work (Required)

Education:

- High school or equivalent (Required)

Language:

- Spanish (Required)

Work Location: In person