

Family Engagement and Communications Coordinator

The Family Engagement and Communications Coordinator promotes family involvement to support child school readiness and well-being; enhance the quality of life for diverse families through partnerships with community resources and provide educational opportunities and resources that strengthen parenting and the family. The Family Engagement and Communications Coordinator will create and disseminate a broad variety of communications to inform families and to promote Main Street in the community.

JOB DUTIES

Family Coordinator:

Family Participation - Develop and implement an annual program-wide Family Engagement Plan to promote maximum parent involvement in their child's cognitive, social, emotional, and physical development by providing opportunities to:

- a. Visit the Center to observe, assist and conference with teachers, specialists and administrators.
- b. Participate in class and school wide events such as celebrations, family nights and field trips
- c. Gain knowledge and skills to support parenting and the achievement of family goals.
- d. Provide input and participate in program planning and improvement.

Community Services

- a. Provide information, assistance and support to ensure that families have accessibility to resources and services that support their well-being and that of their children.
- b. Identify and collaborate with community agencies by maintaining current knowledge to facilitate relationships and delivery of resources and services.
- c. Maintain a database and records to facilitate program service. Report needs of children and parents to appropriate content area specialists. Protect the confidentiality of all information.

Events and Parent Education Opportunities

- a. Plan and implement family and child events and celebrations that provide opportunities for enhanced teacher-student-family relationships and foster a supportive community.
- b. Research, plan and implement parent/guardian education programs and workshops to meet the needs and interests of families and to enhance their opportunities for growth and achievement of goals.

Communications and Marketing

- a. Children and Families
 - i. Promote positive and frequent communication between families and staff to ensure parents receive frequent, engaging communication including but not limited to current modes.

- ii. Collaborate closely with Education Director, teaching staff, Child Find and mental health specialist to provide seamless services to assist children and families. Participate in multidisciplinary team meetings.
- b. Community
 - i. Prepare and disseminate social media materials to promote and further establish Main Street's presence in the community.
 - ii. Work with Development Manager to create and disseminate marketing/informational materials to community supporters, individuals donors, volunteers and potential corporate and public funders.

Volunteers:

Implement planning for volunteer participation in classroom settings, especially observations and visits from George Mason University and other approved community groups. Does not include internship or weeks-long experiences requiring monitoring from credentialed staff.

QUALIFICATION AND REQUIREMENTS: 1. Must have a Bachelor of Social Work or a Bachelor of Science/Arts in a related field of study. 2. Must be fluent in Spanish (speaking and writing). 2. Desired two years experience in working with children and families in a field of social service. 3. Must be sensitive to and willing to work in addressing the needs of children and families of various cultures and socioeconomic backgrounds. 4. Must be able to use standard English grammar in writing and speaking. 5. Must be able to accurately enter data into the computer. 6. Must be in good physical and mental health, able to lift 40 pounds.

Salary Range: 45,000 – 60,000 per year plus benefits

If interested, send a resume to Susan Keightley at skeightley@mainstreetcdc.org. Include the job title in the subject heading of the email.