**FAMILY ENGAGEMENT COORDINATOR JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title** | *Family Engagement Coordinator* | **Department** | *Trauma-Informed Programs*  |
| **Job Type** | *Full-time, Non-Exempt* | **Reports To** | *Trauma-Informed Programs Manager* |

**Background**

Connections for Children (CFC) is an early childhood Resource & Referral (R&R) agency serving families and child care providers across the Westside and South Bay regions of L.A. County. For 50 years, we have helped thousands of families connect to the quality early learning and care they deserve, regardless of their circumstances. CFC's Strategic Plan outlines our bold vision to expand the reach of our services and position us as leaders in providing equitable access to quality early childhood education in L.A. County and beyond. Guided by our values and commitment to equity, we aim to increase our visibility, strengthen staff capacity and infrastructure, and diversify our revenue to scale and sustain our impact.

**Scope**
Under the supervision of the Trauma-Informed Programs Manager, the Family Engagement Coordinator plans, organizes, and implements family engagement programming, including but not limited to Family Time services, Parent Cafés and other CFC programming designed for children and families. Family Time provides parents and caregivers an interactive opportunity to play and learn with their children, ages 0-5. CFC staff provide guidance and model behaviors that foster a secure attachment between parents and children. The program provides a curated selection of toys and activities that simulate sensory and developmental skills while educating parents on educational milestones. Parent Cafés offer parents education on a variety of topics and a space for parents to support one another.

## **Primary Responsibilities**

1. Coordinates and participates in core aspects of Family Time programming, including but not limited to: preparing program materials, leading staff efforts during programming, facilitating staff debrief sessions, maintaining correspondence and coordinating all program logistics with site staff.
2. Coordinates and implements Parent Cafés and Trauma-Informed Care Cafés; works with contract representatives to ensure all documentation and related invoices are submitted according to contract requirements.
3. Implements and monitors a variety of family engagement programs and strategies including the facilitation of trainings and workshops on topics related to child development and wellbeing.
4. In collaboration with the Outreach Coordinator and Trauma-Informed Programs Manager, plays an integral role in outreach efforts intended to increase the participation of community members in family engagement programming.
5. Creates and maintains a resource list for families needing a variety of support services; ensures that all CFC staff are aware of available resources.
6. Prepares a variety of narrative and data reports, records, and files related to family engagement services, activities and operations.
7. Attends community and collaborative partner meetings to promote the effective involvement and inclusion of parents/caregivers in program planning, as appropriate.
8. Provides customer service to internal and external customers by working cooperatively within the department, the agency, and with the agency’s community partners.
9. Represents the agency with professionalism in all interactions. This includes over the phone, in person, using electronic media, and written correspondence.
10. Flexibility to work occasional evenings and weekends to deliver programming that is designed for families and child care providers.

**Additional Responsibilities**

1. Takes part in opportunities for professional development particularly in the areas of child development, parenting, trauma-informed care and other related topics; shares ideas and experiences with their department and direct supervisor.
2. Participates in agency-wide outreach efforts, as needed.
3. Provides technical assistance support for the Trauma-Informed Care Advisor and Navigator, as needed. This includes, but is not limited to, opportunities for co-facilitation and technical support for virtual or in-person trainings/events.
4. Attends and participates in all staff meetings, professional development trainings, and annual retreats.
5. Supports and participates in purchase and curation of Family Time and programming materials.
6. Performs other duties as needed and assigned.

**Knowledge and Skill Requirements**

1. Bachelor’s Degree in Child Development, Family Sciences, Social Work or related field; or three years of experience providing services to children and families.
2. Bilingual English/Spanish, preferred.
3. Knowledge of developmentally appropriate practices for children, parent engagement, and supportive services for families.
4. Ability to read, interpret, apply and explain rules, regulations, policies and procedures.ang
5. Experience working with diverse populations in a culturally sensitive manner.
6. Proven ability to work independently and problem solve appropriately.
7. Ease speaking in front of small and large audiences.
8. Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook, Teams) required. Adept in learning new technologies and software.
9. Must have a valid California Driver’s license.
10. Must have good driving record with proof of liability insurance.
11. Regular attendance and punctuality are essential.
12. Demonstrated ability to handle multiple tasks simultaneously. Exceptional organizational skills are needed to meet designated deadlines.
13. Must have visual, physical, and technical ability to independently use a computer and copier, requires occasional stooping, kneeling, crouching; requires regular standing, walking, sitting, talking and hearing.

**Working Conditions**

1. Typical of an office environment.
2. Must have reliable transportation for local travel.
3. Ability to work flexible days, as work includes occasional evenings and weekends.
4. Eligible for hybrid/telework schedule upon completion of introductory period.
5. Must comply with agency health and safety protocols, including vaccination policy.

**We are an Equal Opportunity Employer.**

**Salary Range: $23.89 – $26.55 per hour, 35 hours/week + Excellent Benefits**

### **Organizational Statement**

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, duties or responsibilities not listed herein. Management reserves the sole right to modify this job description at any time. Nothing in this job description is intended to create a contract of employment of any type. Employment at Connections for Children is strictly on an at-will basis.