



Position Description

Shoreline Connectivity Project Coordinator

FSLA Designation: Full Time (37.5 hrs. per week, some evenings & weekends are required)

Salary Range: \$55,000-\$60,000 annually

Benefits Pro-rated: Cafeteria benefits plan includes health, dental, vision & Paid Time Off

Reports to: Parent Services Project Executive Director

About Parent Services Project

Parent Services Project engages and strengthens families to take leadership for the well-being of their children, families, and communities.

Founded in 1980, Parent Services Project is a nonprofit organization dedicated to integrating family support, engagement and leadership into early childhood programs, schools and family-serving organizations. We believe that families are leaders in their children's programs, schools and communities, where they are part of building equitable partnerships based on mutual respect. Families' engagement and leadership creates social change and equity for all, and as a result, all children develop to their fullest potential surrounded by a caring community.

For more information, visit: www.parentservices.org

Shoreline Connectivity Project is a collaborative that includes the following organizations: The County of Marin Department of Information Services and Technology, The Marin County Free Library, Marin Promise Partnership and Parent Services Project.

The project aims at closing the technology equity gap and strengthening families' school/community engagement by doing the following:

1. Providing internet connectivity for West Marin residents who face the greatest barriers to access
2. Connecting families to high-quality internet connection to support safe, affordable access to digital resources.
3. Building digital community leadership
4. Training and mentor parent leaders to expand digital literacy capacity across West Marin
5. Building capacity through innovative connectivity solutions in West Marin

Position

The focus of the Digital Literacy program is digital literacy and leadership training for parents so that they can support their children in school and engage more effectively with their child's education. Advancing digital literacy will improve the caretakers access to information, resources, and opportunities – creating new avenues for social, economic and leadership development.

The Shoreline Connectivity Project Coordinator will be responsible for conducting in-person, one-on-one and small group, digital literacy workshops for parents living in West Marin. In addition,

the coordinator will work with a small subset of parent leaders interested in becoming tech-mentors in the community.

This position will include the following: Supporting digital literacy and parent leadership in Shoreline Unified School District, connecting families with resources and information and working with community partners. The position requires knowledge of local Marin County resources, specifically West Marin resources, the ability to listen and understand various stakeholder interests and the ability to build trusting relationships with low-income and immigrant families.

Roles/Responsibilities

1. Conduct in-person, one-on-one and small group, Digital Literacy workshops for parents in West Marin. Tailor training to sites IT platforms, ensure logistics are covered, provide support for outreach, serve as liaison with school site staff/parents, and complete evaluation activities to assess the impact of workshops.
2. Plan and conduct leadership workshops for families in West Marin using PSP's curriculum, Leaders for Change.
3. Engage and support community members in West Marin as leaders using peer-to-peer, strength-based and culturally-relevant approaches.
4. Develop and implement local community-based, grassroots leadership strategies that build power among low-income families, immigrant families and families of color. Ensure program strategies are strengths-based, culturally relevant and family-driven.
5. Connect families to community resources and information.
6. Conduct consistent mentoring sessions with parents to problem solve challenges related to digital access.
7. Conduct follow-up with families and assist with "warm hand-off" to additional technology support services.
8. Represent Parent Services Project and the importance of equity, family engagement and community leadership in related initiatives and public venues.
9. Other duties as assigned.

Qualifications

- Experience working in schools and/or community-based setting.
- Strong passion for equity, strengthening families and communities.

- Ability to build trust with families using a strengths-based approach and also interact comfortably with a variety of school and community stakeholders.
- Knowledge of local resources available for families in Marin County.
- Exceptional written, verbal and listening skills in English and Spanish; able to interact comfortably with a variety of constituents.
- Flexible and goal-oriented, with a commitment to high standards of excellence.
- Flexible schedule with ability to work some evenings and weekends.
- Ability to effectively use Microsoft Office and other computer programs.
- Bachelor's degree or equivalent experience preferred.
- Bilingual Spanish/English required.
- Must have a valid California Driver's License and car insurance

To apply: Please submit a cover letter, resume and three recent references via email to: bfregoso@parentservices.org. No phone calls please. Open until Dec 31, 2021 or until filled. Parent Services Project is an equal opportunity employer.

