



Position Description

Digital Equity & Family Engagement Coordinator

FSLA Designation: Full Time Exempt (37.5 hrs. per week, some evenings & weekends are required. Some in-person and some work from home flexibility)

Salary: \$60,000 annually

Benefits pro-rated: Cafeteria benefits plan includes health, dental, vision, paid time off. Other benefits include; work cell phone, mileage reimbursement for travel during work hours and flexible schedule with some work from home hours.

Reports to: 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

Position

The Digital Equity program aims at closing the technology equity gap and strengthen families' school engagement. The Digital Equity & Family Engagement Coordinator will be responsible for conducting in-person, one-on-one and small group, Digital Literacy workshops for parents living in Marin County. The focus of the Digital Equity program is basic digital literacy training for parents so that they can support their children and engage more effectively with their child's education. Advancing digital literacy will also improve the caretakers access to information, resources, and opportunities – creating new avenues for social, economic and leadership development.

This position will include the following roles: Supporting Digital Equity in Marin County schools, connecting families with resources and information and working with community partners. The position requires knowledge of local Marin County resources for families, 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 Marin County. 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. Conduct individual outreach to families for digital literacy workshops through phone calls, etc,
3. Connect families to available community resources and information.
4. Conduct follow-up with families after digital literacy workshop and assist with “warm hand-off” to additional technology support services.
5. Represent Parent Services Project and the importance of equity, family engagement and community leadership in related initiatives and public venues.
6. Other duties as assigned.

Qualifications

- Experience working in schools 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 of 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 of 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 filled. Parent Services Project is an equal opportunity employer.