



Position Description Family Engagement & Playgroup Coordinator

FSLA Designation: Full-Time Exempt (37.5 hours/week)

Salary: \$60,000-61,800

Benefits: Cafeteria benefits plan includes health, dental, vision and paid vacation and sick leave.

Reports to: Executive Director

About Parent Services Project

Founded in 1980, Parent Services Project is a nonprofit organization dedicated to engaging families and promoting their leadership in early childhood programs, schools and family-serving organizations. For more information, visit: www.parentservices.org.

Position

The Family Engagement/Playgroup Coordinator will have responsibility for coordinating five in-person weekly playgroups in San Rafael and conducting outreach, education and one-on-one support for families – with a focus on promoting family engagement in children’s education and developing community leaders. This position will include the following roles: Supporting the early childhood education of families with kids 0-5 years old, family engagement in pk-3 schools, connecting families with resources and information, and working with community partner agencies. The position requires knowledge of local Marin resources for families, a strong understanding of child development, strengthening families in their role as parents and advocates, the ability to listen and understand various stakeholder interests and the ability to build trusting relationships with low-income and immigrant families. The Family Engagement/Playgroup Coordinator will develop and implement programs and services that strengthen families’ engagement, knowledge of parenting/child development and advocacy on behalf of children, families and communities.

Roles/Responsibilities

1. Coordinate weekly community-based, Spanish-language playgroups that bring parents/caregivers and their children ages 0-5 together to take part in developmentally appropriate, school readiness and literacy activities.
2. Meet with individual families and assess their interests and needs using a strengths-based process; connect families to available community resources and information. Conduct follow-up with families after making referrals to identify if needs were met.
3. Conduct individual outreach to families for leadership trainings and community-based events, through phone calls, in-person interactions, and presentations at meetings.
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. Engage and support families'/community members as leaders. Using peer-to-peer, strength-based and culturally-relevant approaches, link families to opportunities that support children's optimal development and strengthen families and communities. Train/coach school and service provider staff on related family engagement strategies.
6. Support and promote family-driven strategies to build strong home-school connections.
7. Plan and conduct trainings and workshops for families using PSP's curriculum. Tailor training goals to a site's interests, ensure logistics are covered, provide support for family outreach, serve as primary liaison with site staff/parent leaders, and complete evaluation activities to assess the impact of trainings/workshops.
8. Develop and foster collaborative relationships with existing and new agency partners, with a focus on building family leadership through joint efforts.
9. Maintain and build knowledge of issues in the field such as early school success, college readiness, male involvement, supporting dual-language learners and federal/state education policies important for family engagement/leadership.
10. Represent Parent Services Project and the importance of family engagement and leadership in related initiatives and public venues.
11. Track project budgets and contribute to written reports and proposals as needed.
12. Perform other duties as assigned.

Qualifications

- Knowledge of parenting and child development.
- Experience working with diverse, low-income families in an early education, school and/or community-based setting. Direct work facilitating groups, teaching or providing training preferred.
- Strong passion for strengthening families and communities. Ability to build trust with families using a strengths-based approach.
- Exceptional written, verbal, listening and presentation skills; able to interact comfortably with a variety of constituents.
- Flexible and goal-oriented, with a commitment to high standards of excellence and teamwork.
- Ability to work evenings and weekends, and travel regionally on occasion.

- Ability to effectively use Microsoft Office computer programs.
- Bilingual Spanish/English required.
- Bachelor's degree preferred plus at least 1-year related experience required.
- Must have a valid California Driver's License and car insurance.
- Ability to move and lift program materials and supplies (approx. 20-40lbs).

To apply

Submit a resume, cover letter and three references via email to: bregoso@parentservices.org
Parent Services Project is an equal opportunity employer. Position open until filled.

Date Posted: 7/26/23