



PROFESSIONAL POSITION DESCRIPTION

JOB TITLE: Family Engagement Partnership Coordinator

REPORTS TO: Director of Programs and Contracts

COMMITTEE AFFILIATION: Parenting Resource Program (Family Engagement) Committee

WHO WE ARE

The Collaboration for Early Childhood is a collective impact agency in the Chicago suburbs. Our primary goal is to build the capacity of the community around us to support children under five years of age and their families. We work with early childhood professionals, community leaders and families to raise our community's ability to support young families. We are a professional agency with a big heart and an important mission. We care deeply about the work that we do, and are looking for someone who above all has a passion for impacting the lives of children. Our work is complex and thorough and our goal is to bring about real and lasting change in the community.

OVERVIEW

The Family Engagement Partnership Coordinator is responsible for the oversight, guidance, and implementation of the Collaboration's outreach and leadership activities involving parents and caregivers of children birth to age five, in conjunction with a collective effort of community partners. This person ensures that family voice is heard in the Collaboration's activities, community partners work together to support families (through the "Parenting Resource Program"), and families have the information they need on their child-rearing journey. (Note that the Collaboration considers the terms "families," "parents," and "caregivers" in the broadest sense, meaning people who are raising young children.)

CONTENT AREAS

- Family Outreach and Support
- Parenting Skills Training / Family Leadership Development
- Communications

MAJOR RESPONSIBILITIES

Family Outreach and Support

- Identify and coordinate outreach events to connect with families in order to share resources on early childhood educational opportunities, financial assistance, child development and health information, home visiting, connections to social services, and other information relevant to families with children birth to age five and prenatal.
- In partnership with Wonder Works Children's Museum and additional community partner organizations, connect with families visiting the museum and at events to share resources as listed above, with a focus on increasing enrollment in early learning programs.
- Connect families to the Collaboration's Intake Coordinator.

- Work collaboratively with Community Ambassadors to develop, guide, and monitor implementation of a comprehensive strategy for family engagement initiatives.
- Plan an ongoing calendar of events such as monthly parent workshops, annual Child Care Meet and Greet, early childhood resource fairs, family-focused activities, etc., in conjunction with Community Ambassadors and other staff and community partners.
- Attend outreach events and/or arrange staffing for events.
- Guide the Parenting Resource Committee to design and support opportunities to promote a stronger connection between the early childhood community, family support resources and community families, and to increase families' awareness of early childhood development and services.

Parenting Skills Training / Family Leadership Development

- Secure and support regular parenting skills development opportunities, derived from communication with families, feedback from the field, and knowledge of best practice.
- Develop the capacity of local providers to support family engagement in community leadership and parenting skills development opportunities.
- Create and support opportunities for partnership across families, such as parent organized playgroups, groups for parents/caregivers with similar interests, or informal play groups and online parent/caregiver networks.
- Ensure that parent/caregiver voice is represented throughout the Collaboration's work.

Communications

- In partnership with the Communications Coordinator, increase family engagement with the Collaboration's website, social media, and newsletters. This may include identifying and implementing additional digital outlets for families to connect with each other and professionals.
- Guide the promotion of the Collaboration's Parenting Resource Program, which incorporates partner agency parent resources, using multiple communication strategies.
- Assist with identifying and developing new materials for community distribution based on the needs and interests of families.

Overall

- Collect data on outreach and engagement efforts, and establish benchmarks and monitor progress.
- Provide accurate reports and summaries of data, program activities and progress on the Collaboration's indicators for success.
- Maintain accurate and complete program records including but not limited to records of meetings, records of guidance and feedback provided to partner agencies and subcontractors, attendance at program activities, program plans, surveys, spreadsheets, outreach materials, contracts, etc..

- On occasion, represent the Collaboration and the Parenting Resource Program to stakeholders who may include foundations, state agency staff, elected officials or nonprofit leaders.
- Identify opportunities to bring additional resources to the community.

General

- Demonstrate a commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias.
- Ensure equitable experiences and promote a culture of inclusivity and belonging that embraces the contributions of all families and partners.
- Create and contribute to a positive and collaborative environment through positive communication and a commitment to relationship building.
- Contribute positively to the future growth and expansion opportunities for the agency.
- Additional activities upon the request of the Director of Programs and Contracts or Executive Director.

ESSENTIAL KNOWLEDGE AND SKILLS

- Familiarity with community organizing and planning and implementing outreach activities.
- Understanding of issues related to early childhood education, including funding options (Child Care Assistance Program, Publicly Funded Preschool, Head Start, etc.).
- Team player with demonstrated ability to foster nurturing relationships and to work with people with a wide range of skills and many different backgrounds.
- Creative, flexible thinker.
- Ability to work independently and in a team.
- Flexible schedule to accommodate program activities, including some evening and weekend work.
- Strong interpersonal and relationship building skills.
- Excellent technology skills, including Microsoft Office Suite and Google Apps. (Knowledge of Basecamp, MailChimp, Find Help, NowPow and Qualtrics is a plus.)
- Ability to work with racially and culturally diverse people with differing professional skills and backgrounds.
- Confident speaking in front of groups.
- Excellent writing skills with the ability to effectively write and communicate in a concise and relatable manner to a variety of audiences and stakeholders.

- Proven ability to problem solve within a team context and a strong commitment to collaborative work.
- Detail-oriented.
- Strong organizational skills.
- Empathetic, caring, and supportive.
- Deliberate and self-reflective about the team and culture that we are building and care deeply about supporting each other's growth as well as that of our community partners.
- Ability to think proactively about the needs of community partners to create programs to advance the Collaboration's work in the community.
- Strongly preferred:
 - Working with diverse populations including racial, ethnic, ability, economic, gender, and from various geographical settings.
 - Providing parenting support in the context of the early childhood years.
 - Building cross sector partnerships.
 - Knowledge of and experience with research-based and evidence-informed family engagement or parenting support programs.

REQUIREMENTS

- Education / Credential: Bachelor's degree (or significant administrative or project management experience) in Family Support, Social Work, Child Development, or related field.
- Experience with data collection and using data to inform work.
- Vehicle/transportation requirements: Safe and reliable transportation; current vehicle insurance if applicable.

SUPERVISORY RESPONSIBILITIES: May oversee Community Ambassadors and volunteers during events.

CONTRACTOR OVERSIGHT: Persons related to outreach events, parent leadership trainers, parenting skills trainers.

WORK FORMAT: This position is full-time, office-based, and located in Oak Park, IL. This role is expected to perform functions in person in Oak Park, IL and nearby areas. Work may be a hybrid scenario of in-office and remote.

The Collaboration will make reasonable accommodations in compliance with the Americans with Disability Act of 1990. Unless exempted by the ADA, the person hired for this position will be required to perform all the tasks required to fulfill job responsibilities including having the ability to lift up to 25 pounds.

Elements of each job position at the Collaboration for Early Childhood are subject to change. Staff may be asked to assume responsibilities not listed on this document.