

Keweenaw Family Resource Center Position Description

Title: Family Engagement Specialist

Employment Status: 0.5 – .75 FTE (20-30 hours/per week)

Reports to: Family Engagement Coordinator

Effective Date: August 1, 2022

Summary Description: Keweenaw Family Resource Center (KFRC) is seeking a friendly, responsible, self-motivated, team player who is passionate about supporting families with young children at the Tree House Indoor Playground and in the community through outreach and engagement activities. The Family Engagement Specialist will build relationships with a diverse group of families and organizations, provide general program support, develop parent leaders and oversee day-to-day operations of the Tree House while providing high-quality customer service.

This position will provide:

Engagement & Outreach

- Be a trusted source of information on programs, community resources, positive parenting practices, child development, safety and health
- Connect with families through in-person contact, social media and regular email communications
- Promote programming and events to families through flyers, press releases, website, social media, community calendars, etc.
- Engage and build relationships with families throughout the community including at The Tree House Indoor Playground
- Represent the Copper Country Great Start Collaborative (GSC)/KFRC at community events
- Work with Family Support Coordinator and KFRC program staff to organize, plan and lead outreach activities, playgroups, special events, parent education and other activities

General Program Support

- Support data collection that is utilized for reporting, planning, grants and other funding sources
- Keep accurate records related to attendance, program participation, meeting notes etc...
- Provide general office and program support
- Assist with websites, social media accounts and community calendars
- Help prepare agendas, schedule meetings and take notes at community meetings as requested
- Establish and maintain collaborative relationships with local childcare providers, preschools, elementary schools and other community groups
- Attend local, regional and state-wide technical assistance meetings and trainings as needed

Parent Leadership Development

- Develop an understanding and communicate early childhood challenges in our community
- Lead the Family Coalition and its activities in collaboration with the Family Engagement Coordinator
- Recruit, develop, mentor and encourage parents to become parent leaders
- Work with parent leaders to plan, organize and host parent-led initiatives and activities
- Build relationships and maintain open communication with parent leaders
- Represent the Family Coalition and provide “parent voice” at GSC and community meetings

Tree House Indoor Playground Coordination

- Offer a warm, welcoming, safe and inclusive environment for families with young children
- Support families by communicating information about programs, services and child development
- Ensure that the Tree House is well-maintained, safe and clean
- Coordinate the Tree House schedule with staff, families and local groups
- Maintain daily paperwork, registrations and other Tree House related items

Keweenaw Family Resource Center Position Description

- Support staff with scheduling and hosting off-site playgroups as needed
- Track, shop and order snacks, building and office supplies
- Other responsibilities as assigned

Qualifications

Preferred Qualifications

- Ability to interact with adults and children from diverse backgrounds
- Experience with an office environment and customer service
- Knowledge and understanding of child development, health and safety
- Willing to learn community resources and share with families
- Ability to maintain complete and accurate records and reports
- Ability to learn and utilize a variety of computers and related technology efficiently
- Experience using social media for group or business
- Strong organizational and interpersonal skills
- Proficient written and verbal communication
- Experience collaboratively working (paid or unpaid) with diverse groups of parents, community members and organizations
- Experience leading and facilitating groups toward shared goals
- Comfortable speaking to small and medium size groups
- Understanding of early childhood issues and willingness to be an advocate
- Ability to be self-motivated, work independently and delegate
- Parent/Caregiver of a child under age 12

Required Qualifications

- Must pass a criminal background check
- Must have a negative TB test
- High School Diploma or equivalent, some college or equivalent experience in education, early childhood or related field preferred
- Must have a current driver's license without restrictions
- Available for some evening and weekend responsibilities
- Able to travel occasionally for trainings and conferences
- Obtain & keep First Aid and CPR certificate current