Available Job Opportunity

Position: Family Engagement Coordinator (40 hours), non-exempt
Program: CHAC Family Resource Centers
Compensation: $22-23/hour, includes benefits
Start date: August 2023
Location: Hybrid: Mountain View main FRC/satellite sites as needed/remote at least 1 day per week

Roles & Responsibilities
Under the supervision of the Director of CHAC Family Resource Centers, our Family Engagement Coordinators deploy a range of activities focused on school readiness and life skill building: motor skills, social skills, age-appropriate concepts, early cognitive & language development, and early literacy. As a team, our services provide prevention & early intervention education, awareness of resources, community building, and support to families with at least one child prenatal through early childhood. Additional responsibilities include educating families about long-term benefits and overall wellness for a child’s development and relationship-building including resources available through CHAC’s Family Resource Centers and its partners.

Family Engagement Coordinator activities will include, but not be limited to:
- Outreach, engagement and education of diverse families and community members in designated communities.
- Partner with other organizations to increase the capacity and knowledge on the importance of early childhood.
- Provide information and resources in the community that are culturally, linguistically and developmentally appropriate.
- Help parents/caregivers identify and communicate strengths to acknowledge, as well as concerns that may interfere with, children’s healthy development and readiness to learn.
- Inform through evaluation and data, experiences (positive & challenging) that families are having to access resources and services in their communities. This information will be shared with supervisor, team, community partners and FIRST 5 Santa Clara County leadership.
- Coordinate activities that allow families to become more connected with each other, encourage them to become leaders in their community and strong advocates for their children (i.e. peer support, workshops, special meetings, etc.).

Duties
1. Be a point of contact for our communities in North/Northwest Santa Clara County - assigned to Mountain View communities - and assist the team in co-coordinating classes and events occurring at our regional centers.
2. Facilitate/co-facilitate assigned classes and/or groups
3. Provide outreach, engagement and education in assigned communities (independently and/or with the aid of volunteers) in targeted neighborhoods, at community events, and to other organizations.
The above description is intended to outline the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required at all times of personnel so classified. This position is contingent upon grant funding from FIRST 5 Santa Clara County.

4. Determine the needs of families to identify the appropriate programs, services and activities.
Duties (cont’d.)

5. Participate in general employee trainings required by FIRST 5 Santa Clara County, and any appropriate for the position.
6. Attend team meetings, and community meetings as appropriate.
7. Develop an outreach, engagement and education calendar in partnership with team members.
8. Maintain on-going data collection and reporting forms for all scheduled activities.
9. Complete and submit required periodic data collection, ensuring that information is entered in the centralized database.
10. Assist the team with implementing a coaching program for family childcare providers with evidence-based early learning and literacy practices to prepare children for school and build lasting life skills.

Skills & Abilities

- Updated office practices: filing systems, business, correspondence, presentations and report writing
- Technology: Knowledge of internet navigation and communication, and commonly used business applications (i.e. MS Office programs, Google-based applications, client management systems, etc.)
- Organizational skills: Proven ability to write well, pay sharp attention to details, plan, prioritize and multi-task
- Language: Fluency in spoken & written English is required. Fluency or working knowledge in Spanish is required.
- Willingness to travel to various sites within designated service area
- Knowledge of child development and behavior, and familiarity with specific development stages
- Knowledgeable about connecting to local community resources
- Ability to establish and maintain personal and programmatic boundaries while providing supportive services
- Strong interpersonal skills and ability to relate to individuals of various backgrounds, value systems and behavior norms
- Experience in working with culturally diverse communities and families
- Maintain a professional, confidential and positive work environment
- Ability to work efficiently both as an individual and as member of a team
- Communicate effectively, verbally and in writing
- Be flexible, proactive, adaptable and able to work in a fast-paced, changing environment

Other Qualifications

- Must possess a high school diploma, GED or equivalent
- Experience in social services in community settings with families
- Must have a valid California driver’s license, reliable transportation and current auto insurance
- Must be a U.S. citizen or lawful permanent resident
- Clearance of fingerprint background check and valid TB screening

How to Apply

Please direct any questions, and send a cover letter & resume to:
Maddi Pascua, Director of CHAC Family Resource Centers
mpascua@chacmv.org

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