Job Announcement

Position: Education Coordinator (Bilingual Cantonese)
Hours: Full Time
Salary: DOE + Benefits
Position Available: Immediately

Support For Families of Children with Disabilities is a non-profit organization that offers information, education, and support to families who have children with disabilities. Support for Families partners with parents and the professionals who work with families, to build stronger community, strengthen capacity to support children and families, give every child the opportunities to thrive. Services include a phone line, drop-in center, information and referrals, support groups, parent mentor program, trainings, workshops, community education, special family events, newsletter, and website; all services provided in English, Spanish, and Cantonese/Chinese written.

Support For Families of Children with Disabilities is partnering with The Deamer Group for recruiting and talent acquisition. Please email supportforfamilies@thedeamergroup.com if you have any questions.

Position Description
The Education Coordinator works under the direction of the Director of Education Programs providing resources to support children with disabilities and special health care needs. They are the first point of contact for traditionally underserved families, going out into the community creating outreach events and community programming. They play a vital role educating families about policies, laws, trainings, and other opportunities which help to better support their children and families.

The Education Coordinator must remain up to date on the latest developments in the field of support for children with disabilities. They must be comfortable providing trainings and working with diverse populations.

Role Responsibilities
- Collaborate with fellow Education Coordinators and colleagues across the organization to design and deliver trainings as outlined in FEC, Disparity, Family Support, CPRC/PTI Grants
- Create and implement a community outreach plan to meet outreach deliverables are met and attendance goals are reached for trainings
- Create and maintain an up-to-date system of CBO contacts, participating in community events, maintaining satellite sites and creating outreach material
- Update trainings to reflect developments in the field and identify opportunities for program growth and development
- Ensure training evaluations are collected and grant targets are met with regards to evaluation responses
- Proactively address program challenges that arise
- Provide families with linkages to SFCD services
- Perform other related duties as assigned or requested

Qualifications and Required Skills
- High school diploma or equivalent (bachelor's degree preferred)
- Fluent bilingual English/Cantonese-language skills (spoken and written)
• Awareness of issues impacting families with family members with disabilities (or lived experience of having a family member who has disabilities) strongly preferred
• Prior work or volunteer experience with group facilitation and working directly with families in a social service setting
• Experienced in creating and presenting presentations
• Experience talking with the public and forming community partners
• Willingness to adapt and learn new skills
• Comfortable working as part of a team and able to ask for support as needed

Application Instructions
Apply directly on The Deamer Group website by clicking on the following link: Apply Here

At Support Families of Children with Disabilities we celebrate diversity, are committed to creating an inclusive environment for all our employees and we encourage diverse applicants to apply.

Support Families of Children with Disabilities does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity or expression), national origin, citizenship status, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status or military service.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment-qualified applicants with arrest and conviction records.

If you need assistance or an accommodation due to a disability, you may contact us at supportforfamilies@thedeamergroup.com.

Support for Families of Children with Disabilities is an Equal Opportunity Employer.