TITLE: Enrollment and Family Engagement Coordinator (Ben Painter Co-Op Preschool)
REPORTS TO: FRC Program Manager
CLASSIFICATION: Program, Non-Exempt, Salary, Full-Time
COMPENSATION: $48,000-$52,000/year, plus benefits

Job Summary:
The Enrollment Coordinator supports outreach efforts, eligibility and enrollment, and family engagement for the Alum Rock Unified School District (ARUSD) Co-operative Preschool at Ben Painter Elementary.
The Enrollment Coordinator reports directly to SOMOS Mayfair's Family Resource Center Manager. The Coordinator will be charged with establishing and executing a seamless enrollment process; coordinating parent co-op duties and responsibilities; supporting protocols to meet California Licensing standards; collectively planning parent activities; and connecting families to resources in the community. The Coordinator will work with the Program Manager to increase capacity in delivering our FIRST 5 scope of work while also continuing to align our early learning and literacy work with our community engagement strategy.

Organization Background:
SOMOS Mayfair was created in 1997 to address the chronic crises that resulted from the high rates of poverty in the Mayfair neighborhood of East San Jose. As SOMOS has effectively and comprehensively responded to community needs we have honed our focus on building the power of our community to proactively address two long-term community priorities - fostering early school success and community self-determination. *The mission of SOMOS Mayfair is to support children, organize families, and connect neighbors to uplift the dreams, power, and leadership of community and address systemic inequities.*

Duties and Responsibilities (approximate % of time & priority):
Family access, enrollment and attendance in the ARUSD CO-OP Preschool (30%)
1. Develop strong processes and timeline that include outreach, enrollment, activities, parent curriculum support, evaluation, and continued family engagement;
2. Execute an outreach and recruitment strategy with ARUSD partners to fill open preschool slots;
3. Certify family eligibility based on established criteria and requirements, including verification of supporting documentation;
4. Certify parent and child eligibility based on health and age requirements, including verification and interpretation of supporting medical and family documentation;
5. Support, plan and monitor family participation requirements to be part of the Preschool Co-operative, including parent volunteer health requirements per California Law;
6. Support Master Teacher monitor family engagement and student attendance;
7. Support families addressing barriers for participation in the Co-operative;
8. Developed effective data collection systems and tracking tools, including a filing system demonstrating compliance with Alum Rock School District, California Licensing requirements and SOMOS Mayfair.

Family Support and Engagement and Supervision (35%)
1. Establish productive working relationships with community groups, organizations, contractors and partner agencies to provide an engaging menu of resources and activities for participating parents;
2. Develop and execute a calendar of activities and educational sessions;
3. Monitor and support parent requirements as Teacher Assistants;
4. Hire, train and coach up to (4) Parent Teachers to serve in the Co-op Teaching Team;
5. In partnership with the Program Coordinator, execute parenting and leadership development curriculum;
6. Support home visitation component in partnership with the preschool Master Teacher.

External Relationships & Advocacy (15%)
1. Establish productive working relationships with community groups, organizations, base school, school district and agencies to ensure and promote the long-term organizational mission and goals;
2. Represent SOMOS Mayfair at meetings with stakeholders, partners and allies;
3. Conduct critical community and stakeholder analysis to uphold and reconcile different interests impacted by ongoing organizing activities, tactics, and goals.

Impact Evaluation (15%)
1. Participate in conducting SOMOS Mayfair's annual survey and evaluation tools to measure impacts;
2. Conduct strategic evaluation of program area with support Program Manager biannually;
3. Conduct strategic planning sessions and build a feedback loop with parents to ensure program effectiveness, sustainability, and intended impact.

Organizational Development (5%)
1. Participate in agency wide decision-making spaces and in regular internal political education as needed;
2. Contribute to the development of organizational worldview and development of strategic plan.

Required Qualifications:
1. Deep passion and commitment to advancing social justice in immigrant, working class communities;
2. At least 2 years of experience in the early education field/nonprofit field;
3. At least 2 years of experience managing enrollment, registration, medical or social services data, processes or protocols; and/or familiarity with California Licensing requirements;
4. Highly organized and detailed;
5. Familiarity in delivering evidence-based parenting curriculum or other early learning programs, services and curriculums;
6. Experience interacting well with young children and adults;
7. Experience in public presentations and group facilitation;
8. Excellent oral and written communication skills and ability to communicate with a broad audience;
9. Bilingual/biliterate Spanish-English OR Vietnamese-English required;
10. Knowledge of community organizing, community leadership development or peer-to-peer service delivery models (ie. Promotor) in working poor, immigrant communities;
11. Knowledge of popular education methodology;
12. Knowledge of local community resources and agencies;
13. Computer proficient in MS Word, Excel, Internet and e-mail;

14. Valid California driver's license and proof of auto insurance required;
15. Fingerprint and background check required.

To Apply

We encourage you to forward this announcement to others who may be interested. The position will remain open until filled. Please apply by submitting a cover letter and resume to:

Human Resources
SOMOS Mayfair
370-B South King Rd.
San Jose, CA 95116
Or via e-mail at: info@SOMOSmayfair.org

SOMOS Mayfair is an Equal Opportunity Employer (EOE). Applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity and gender expression, disability or veteran status.

For more info contact us at (408) 251-6900 or learn about us at: **www.SOMOSmayfair.org**