**On The Move partners with communities and mobilizes emerging leaders to take action in pursuit of social equity.**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>PU Site Coordinator</th>
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<tbody>
<tr>
<td>Position:</td>
<td>Site Coordinator</td>
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<tr>
<td>Initiative/Division:</td>
<td>Neighborhood Initiative/ Napa Valley Parent University</td>
</tr>
<tr>
<td>Location:</td>
<td>Napa County Elementary Schools</td>
</tr>
<tr>
<td>Level/Salary Range:</td>
<td>$20-$21 per hour</td>
</tr>
<tr>
<td>Travel Required:</td>
<td></td>
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<tr>
<td>Position Type:</td>
<td>Full-Time / Non-Exempt (no compensation for days when school is not in session)</td>
</tr>
<tr>
<td>WC Code/EEO:</td>
<td>8810/ 5. Administrative Support Worker</td>
</tr>
<tr>
<td>HR Contact:</td>
<td><a href="mailto:otmhr@onthemovebayarea.org">otmhr@onthemovebayarea.org</a></td>
</tr>
<tr>
<td>Date Posted:</td>
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**About On The Move**

On The Move has created and implemented innovative programming that challenges communities and local leaders to push beyond mediocrity and into excellence. Supported by a track record of results-oriented programming and in partnership with the hundreds of established community partners, On The Move works to unite communities and focus on the safety and inclusion of all people. If this inspires you – join the team!

**Benefits:**

- **PTO:** Year 1 = 5 hours, Year 2-3 = 6.67 hours, and Year 3+ = 10 hours per pay period. Please refer to page 4-1 of the OTM Personnel Policies PTO Schedule.

- **16 Paid Holidays:** Please refer to the OTM 2020-21 Calendar to for a schedule of holidays.

- **Business Expenses:** Preapproved, work-related travel, and $60 monthly cell phone reimbursements.

- **Health Benefits:** Full-time employees are eligible to receive health insurance through Kaiser and pre-tax Flexible Spending Account (HSA/Childcare).

- **Retirement:** Employee contributions to a 403b plan are optional. Agency match up to $1,000 after 1st year of employment.

**Applications Accepted By:**

**FAX OR EMAIL:**

707/251-9509 or otmhr@onthemovebayarea.org
Subject Line: Open Position

**MAIL:**

On The Move
Attn: Human Resources
780 Lincoln Avenue, Napa CA 94558-5110

**Job Description**

**ROLE AND RESPONSIBILITIES**

Napa Valley Parent University (NVPU) is a program of the non-profit On The Move. The Parent University Coordinator is responsible for coordinating and implementing programs designed to equip families to become more involved in their children’s education. The program fosters a campus culture of volunteerism and parent leadership while also serving as the gateway to mobilize parent participation in the classroom.

- Parent outreach; including Face-to-face outreach, Phone Calls, and Parent Square messages.
- Distribution of flyers & monthly calendars
- Arrange space for classes
- Arrange special needs for classes (technical equipment, easels, etc)
- Arrange childcare for classes
- Have registration/evaluation forms ready for each class
- Gather registration forms and complete confirmation process (reminder phone calls)
- Gather and tabulate attendance for each class and turn in forms to administrative assistant
- Attend Quarterly Stakeholder Meetings, Monthly Team meetings & Weekly Supervision
- Translate and interpret in parent workshops when needed. Includes individual SST/IEP parent meetings
- Participate in community events in support of program outreach and awareness, which may include evening and weekend hours
- Assist parent instructors and interns with the implementation of courses and activities to accomplish goals
- Interact with teachers, parents, and principals in order to carry out assigned duties
- Track and manage inventory for program supplies, office supplies, and childcare supplies
- Communicate effectively with parents one-on-one and over the phone
- Performs other duties as assigned that support the overall objective of the program & Family Resource Center
- Support Vita Tax clinics during tax season

QUALIFICATIONS AND EDUCATION REQUIREMENTS
- Have good communication skills (written and verbal)
- Have good organizational skills
- Have basic computer skills in Word, Publisher, and Excel
- Fluent in English and Spanish (oral and written) preferred
- Work with minimal supervision
- Flexible schedule
- Ability to work collaboratively with diverse groups of people
- Ability to develop new ideas and systems for the program
- Ability to develop innovative ways to solve problems including interpersonal conflict
- Ability to organize and prioritize work
- Sense of urgency for goal achievement
- Multiple, simultaneous projects in a fast-paced environment
- Idea generation, innovative and creative problem solving
- Engage the commitment of others
- Risk taking and action-oriented
- Extroverted, confident, enthusiastic, persuasive
- Influences and stimulates others to action
- Accountability for results

ADDITIONAL NOTES

Interdependent Responsibilities:
- 12 Core Parent University Program Classes
- Facilitate ESL Civics class and integrate participants into other program opportunities

PERFORMANCE DELIVERABLES:
- Relate positively to parents by creating a learning environment in a way that builds confidence and recognize socio-economic and cultural differences
- Develop and maintain strong, trusting relationships with parents

<table>
<thead>
<tr>
<th>Last Updated By</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teresita Lua</td>
<td>3/8/23 2:32pm</td>
</tr>
</tbody>
</table>

On The Move is an Equal Opportunity Employer and we utilize E-Verify confirm eligibility for employment.