



Job Title: Parent Engagement Coordinator
Department: Youth and Family Engagement
Reports To: Director of Youth and Family Engagement
Classification: Non -Exempt – Full-time
Benefits: Health Benefits (medical, dental, vision)
401K Plan
Vacation, sick, and holiday pay

ORGANIZATION

KidWorks, a well-respected community development organization located in central Santa Ana, restores at-risk neighborhoods one life at a time and serves over 800 children, youth, and parents every week through preschool, after-school tutoring and enrichment, leadership development, and community engagement and advocacy. To learn more, please visit <http://www.kidworksoc.org>.

POSITION SUMMARY

Reporting to the Director of Youth and Family Engagement, the Parent Engagement Coordinator supports KidWorks programs, acts as a resource for parents in the community, develops parent leaders and coordinates adult education and parent volunteer program.

RESPONSIBILITIES

Parent Education

- Coordinate the logistics of parent education programS, including coordination of partners, creating marketing materials, sign in sheets, etc.
- Lead/instruct classes and meetings as required
- Track and report parent participation and attendance data

Parent Volunteer Program

- Co-lead parent volunteer program
- Maintain parent volunteer schedule of opportunities, seeking out opportunities from staff
- Recruit parents for volunteer opportunities
- Track parent volunteer hours, maintain database of parent volunteer involvement, and report data on a monthly basis to internal stakeholders

Parent Support and Resource

- Maintain parent resource binder with up-to-date information

- Support parents by listening to their needs and provide a referral when possible
- Research service providers and programs to increase referral base
- Establish and manage relationships with local schools' parent resource manager

Parent Engagement Team Support

- Assist with parent meetings
- Develop leadership opportunities for parents based on community needs
- Identify parent leaders and develop programming through action-based learning
- Assist in coordination of all partner-offered programs, such as Santa Ana College classes
- Assist in the coordination of special events

Perform other related duties as assigned.

CANDIDATE PROFILE

- Bachelor's degree in related field of study
- Minimum of one (1) year of professional experience in social sector
- Experience in community organizing and mobilizing a plus
- Capacity to work easily, effectively and collaboratively with a wide range of people
- Excellent verbal and written communication skills in Spanish & English
- Strong planning, organization, time management, communications, and multi-tasking skills
- Computer skills: Proficiency in MS Office applications is required
- Must have reliable automobile for use on the job (mileage costs reimbursed)
- Valid CA driver license. State required automobile insurance coverage.

PHYSICAL REQUIREMENTS

To perform this job the individual must be able to carry out all essential functions satisfactory. Reasonable accommodations may be made to enable qualified individual with disabilities to perform the essential functions of the job.

APPLICATION PROCESS

To apply for this position send an email to HR@kidworksoc.org and include a cover letter and resume. Please write **Parent Engagement Coordinator** in the subject line. Both attachments **must be received**; incomplete applications will not be considered. Please forward electronic submissions only. No phone calls please. Only principal, qualified candidates will receive a response.