Foundation Communities (FC) is a nationally-recognized nonprofit organization that provides affordable housing and the tools low- and moderate-income families need to increase their educational and economic standing.

**Position Reports To:** 21st Century Project Director & St. Elmo Project Director

**Description:** The Full-Time Family Advancement Specialist will spend approximately 50% of his/her time (20-25 hours per week) encouraging family/parental involvement in the school and provides ongoing, educational programs to immediate family members, parents/legal guardians of students enrolled in the Texas ACE Program/ 21st Century Community Learning Centers Program.

The other 50% (20-25 hours per week) of the role will support a unique full-day pre-kindergarten program for three-year olds that will launch in August 2017. Foundation Communities, in partnership with the Austin Independent School District, will offer the full-day pre-kindergarten program for sixteen children and their families—all of whom will be residents of FC’s Sierra Ridge and Sierra Vista apartments (or the St. Elmo Elementary attendance zone). The Family Advancement Specialist will lead the parent engagement component to provide wrap-around support for both students and their families.

**Primary Responsibilities and Duties:**

**Texas ACE Program/ 21st Century Community Learning Centers Program**
1. Assists in planning, coordinating, and implementing Family Engagement activities at 4 community learning centers
2. Works closely with the Learning Center Coordinator at each site
3. Works closely with the Parent Teacher Organizations of each school
4. Promotes parent and community volunteers at the center
5. Works closely with at-risk students to ensure they receive continued support for their educational goals
6. Informs families of community resources that could provide needed assistance.
7. Develops Family Resource Centers that provide information for parents and families. As well as check out of videos, books and educational games/materials for the entire family
8. Performs other duties as assigned

**FC - AISD Pre-Kindergarten Program**
1. Collaborates with Austin ISD and FC leadership to coordinate the development and implementation of parent advancement program offerings as identified to serve families of diverse multi-cultural backgrounds, oversees development of appropriate curriculum sequencing and provides instruction.
2. Helps gather materials and resources to support instruction and stays current on best practices
3. Coordinates with team to make appropriate referrals, encourages family engagement in child’s education and peer support; provides opportunities for building social capital amongst participants
4. Communicate effectively with program staff and training providers to identify needs and develop solutions to achieve skill acquisition objectives of all parents in the pre-kindergarten program
5. Regularly collects data related to participant progress and results measurement, and provides regular communication, data and progress reports to program management, research staff, partners, funders, and other relevant stakeholders

Physical Demands:
Standard physical activity such as periodic standing, walking, sitting, basic motor skills to access computer files for information or simple data entry. Occasional travel along with frequent prolonged and irregular hours.

Mental Demands:
Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate events; maintain emotional control under stress.

Minimum Qualifications
• Minimum - Bachelor’s Degree in education or related field
• Required - Bilingual Spanish – spoken and written

Special Knowledge/Skills/Experience:
• Strong communication and interpersonal skills
• Must be familiar with the local/community and support agencies
• Must be adaptable to meet the needs of the families in the program in addition to working flexible hours to accommodate work in the evening
• Experience working in an educational, social service, or family support service setting
• Experience with child development and effective parenting techniques
• Experience working with families that have diverse cultures and economic backgrounds
• Preferred - Ability to communicate in native language(s) of program recipients
• Availability to work some evening hours as needs for programming, parent meetings and other community events

Interested and qualified applicants should send their resume and cover letter with 3 professional references to Erika Gonzalez at erika.gonzalez@foundcom.org

Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.