



Job Description

Family Engagement Specialist

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: Director of Education

Description: Part-time (approximately 20-25 hours per week) Family Engagement Specialist encourages 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.

Primary Responsibilities and Duties:

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

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 - Associates Degree in education or related field
- Preferred - Bachelors Degree in education or related field
- Bilingual Spanish – spoken and written is required

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 Marisela Montoya at marisela.montoya@foundcom.org