

**Programs: Family Engagement Coordinator needed, Monday – Friday, 9:00 AM – 5:00 PM, (additional hours/weekends may be required) beginning immediately.**

**Position Overview:**

The Family Engagement Coordinator is responsible for strengthening and expanding Carver Center's relationships with parents and families involved in our afterschool program and with community-based organizations, local leaders, and other institutions. This role consists of families and students with valuable opportunities and support services. The coordinator will develop and enhance partnerships within the community to address the needs of students, families and the school. Additionally, the Coordinator will focus on creating support programs and resources that align with the goals and culture of the Port Chester Carver Center.

**Position Specific Duties/Responsibilities:**

- Develop and maintain strong relationships with parents, families and caregivers involved in the afterschool program.
- Engage and collaborate with local organizations, local leaders, other institutions and the Port Chester schools to expand program outreach, support and impact.
- Participate in canvassing, community advertising, and tabling events
- Identify and cultivate partnerships with community organizations and institutions that align with the needs of students, families and the school community.
- Build and maintain regular communication and relationships with parents and caregivers of our afterschool program.
- Connect students and parents to in-house and outside resources and opportunities.
- Promote and work on the community school model which serves as a center of the neighborhood by providing connections to critical programs and services like health care, mentoring, expanded learning programs, adult education, and other services that support the whole child, engage families, and strengthen the entire community.
- Work to connect with all families of the afterschool program and school staff to ensure that support and connections are established
- Monitor and evaluate the effectiveness of engagement strategies and referrals to programs
- Create, plan, and facilitate parent and family workshops, support programs, and initiatives that address the needs of the students and families.
- Work as a Liaison between the Afterschool Program and the Carver Center to maximize student and parent involvement.
- Assist with client inquiries as they relate to enrollment, payment, and attendance.
- Provide support to staff as it relates to OCFS inquiries and related matters.
- Conduct initial intake for enrollment, yearly through client database software.
- Follow up with clients who have pending payments for the afterschool program; track and post all payments accordingly.
- Communicate with CPO and Director of School Age Programs about any unresolved client issues to better understand and assist.

**Data:**

- Creating and collecting data using database system in place.
- Maintain accurate records of attendance, activities, and incidents.
- Provide regular reports on client records, program outcomes, community partnerships, and family engagement activities.

**General:**

- At the request of the Chief Program Officer, generate reports for meetings of the board of directors.
- Perform other duties as assigned.

**Preferred Qualifications:**

- Associate's degree in social work, humanities, education or human services or related field
- Bilingual (Spanish/English), oral and written, required.
- Proven experience in community outreach, family engagement or a related field.
- 1 to 2 years' experience working in a school or community-based setting preferred.
- Ability to communicate clearly and effectively, verbally and in writing.
- Ability to work effectively with diverse children, staff, parents, and community members.
- Additional Qualification: Knowledge of Microsoft Office including Word, Excel, PowerPoint, Teams.

**Training Requirements to Maintain Position:**

- Attend and participate fully in required staff orientations, all required meetings and professional development sessions, including possible evening trainings, workshops, registration events, etc.

*The Carver Center is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate based on race, creed, color, religion, marital status, familial status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, gender, sexual orientation, gender identity or expression, predisposing genetic characteristics veteran status, domestic violence victim status, or any other status protected under federal, state, or local law.*

**Carver Center employment policy requires the completion of a full background check prior to hiring, as well as references.**

**Rate: \$23 to 25/hour, commensurate with experience**

**How to Apply:** Email your resume to Daniel Bonnet, Chief Program Officer, [dbonnet@carvercenter.org](mailto:dbonnet@carvercenter.org).

PORT CHESTER CARVER CENTER - 400 Westchester Avenue, Port Chester, NY 10573