



*Washington Alliance for Better Schools (WABS) is a nonprofit collaborative of twelve school districts that leverages resources, talent and intellectual capital to help over a quarter million students graduate career and college ready.*

### **Job Opening: Family Engagement Program Coordinator**

WABS has an excellent opportunity for an individual with a **commitment to equity** who enjoys an energetic and **dynamic** environment, with experience working with families from diverse backgrounds.

This position reports to the Associate Director of Equity and Family Engagement. It requires an individual with superior organization, initiative, independent judgment, close attention to detail, tact and diplomacy, and passion for working with diverse groups and people.

#### **Key Responsibilities and Job Functions**

- Support staff and family professional development by offering technical support and assistance during and after professional development sessions.
- Work with community partners to create and build professional development sessions based on the need of families and school districts.
- Contribute to content, research and design of our family engagement newsletter and website content.
- Convene meetings and serve as a point of contact on program-related issues for key stakeholders; provide technical guidance.
- Build and manage volunteer support to successfully execute programs.
- Prepare presentations, PowerPoint slides, updated documents, and marketing materials for programming.
- Prepare written and verbal communications.
- Support special events, projects, and other duties as assigned.
- Support other WABS programming as needed.

#### **Education, Skills, and Abilities:**

- At least 3-4 years of experience in the following areas:
  - Supporting equitable family engagement in the education community
  - Providing mentorship, leadership and or advocacy to underserved communities including but not limited to immigrant and refugee families, and families of color.
- Associate's or Bachelor's Degree, *preferred*
- Bilingual, *preferred*
- Experience and training in Diversity, Equity and Inclusion.
- Show a positive attitude and self-motivation, with a strong sense of responsibility and accountability.
- Consistently show strong attention to detail.
- Be resourceful and able to deal with ambiguity.
- Maintain confidentiality regarding all matters and have a high level of integrity.
- Demonstrated ability to manage and prioritize multiple needs and responsibilities.
- Excellent written and interpersonal communication skills, including demonstrated competency in preparing correspondence, social media posts, and in interacting professionally with a broad range of individuals.
- Ability to handle confidential information with a high level of tact, discretion, and diplomacy.
- At least intermediate level expertise with MS Office including Word and PowerPoint, Google-Suite, and Zoom.

#### **Compensation & Schedule:**

- *Part-time, 18 hours per week*
- Hourly wage between \$22-24/hour.
- This 18 hour per week part-time – regular start time and exact schedule can be negotiated, however applicants must be flexible and able to work occasional evenings and weekends. This position has no health or retirement benefits at this time. However, we do have a generous PTO policy.

Please submit a resume and cover letter to [info@wabsalliance.org](mailto:info@wabsalliance.org). Desired start in October 2020. Applications will be reviewed as

they are submitted with priority given to those submitted by September 18, 2020.