



Bilingual Family Engagement Coordinator

POSITION SUMMARY

The Family Engagement Coordinator position serves as the link between United Way of Lane County/Lane Early Learning Alliance (ELA) and English- and Spanish-speaking families throughout Lane County. This position will improve communication and engagement between Lane County families, especially those that identify as Black, Indigenous, and/or other people of color, who live in rural communities, those navigating poverty and/or have children with special needs, and the ELA. Responsibilities include facilitating the ELA's Parent Advisory Council (PAC), working closely with culturally-specific community organizations, supporting outreach, recruitment, and enrollment of children in Preschool Promise, and serving as a resource for families in need of support.

KEY RESPONSIBILITIES/ESSENTIAL DUTIES OF POSITION

An individual must be able to perform each essential duty listed below at a satisfactory level:

- Candidate must be fluent in English and Spanish.
- Speak with, build, and maintain excellent rapport with diverse parents and caregivers.
- Demonstrate deep respect of and sensitivity for parents and caregivers of all racial and ethnic identities, sexual orientations, gender identities, countries of origin, belief systems, ages and abilities.
- Coordinate and facilitate the Early Learning Alliance's Parent Advisory Council to bring parent voice to the work of the ELA.
- Recruit and support parents to participate in the ELA Governance Consortium.
- Attend monthly meetings of the ELA Governance Consortium and provide updates of family engagement issues and activities, as requested.
- Represent the ELA at various community meetings that focus on family engagement.
- Support Preschool Promise outreach, recruitment, and enrollment; serve as primary contact person for Spanish-speaking applicants.
- Build relationships with Head Start, Early Childhood CARES, Relief Nursery, and Preschool Promise providers to facilitate collaboration and the coordination of enrollment in state-funded early care and education programs in Lane County.
- Develop relationships to better understand the needs and circumstances of the region's priority populations, and plan recruitment and engagement strategies that promote inclusion and belonging.
- Participate in resource fairs, website, social media, and print content development, and other opportunities to better engage families in the work of the ELA and Preschool Promise.
- Develop deep knowledge of and connection to local and statewide resources for families, including basic needs support, parenting education, mental health services, healthcare, child care, and other critical support services.
- Maintain confidentiality at all times; keep accurate, complete, and FERPA-compliant child/family records.



JOB REQUIREMENTS

Minimum requirements include:

- Associate's degree or higher in Child Development, Early Childhood Education, Human Development, Social Science or a related field, AND
- At least one-year full-time experience in early childhood education, education, human services, or a related area, OR a combination of education and experience that enables full performance of the position.
- Demonstrated experience in community organizing, meeting facilitation, or activities that involve working with groups that have been intentionally and systematically marginalized and/or culturally specific community organizations.
- Experience working with families who may be experiencing/have experienced difficult or traumatic life circumstances is preferred.

This job description describes the general nature and level of work performed by employees assigned to this position. It should not be construed as an exhaustive list of all required duties, responsibilities and skills. Reasonable accommodations may be made to enable disabled individuals to perform the essential functions of the job.

SALARY STATEMENT

The budgeted lifespan salary range for this position is currently \$17.30 - \$24.10 per hour. The targeted salary for this hire is \$22 per hour. Proffered salaries are determined by several factors including applicant's knowledge, skills, experience, position, equity, and market.

COMPETENCIES

An individual must be able to demonstrate the following competencies at a satisfactory level:

- Excellent verbal and written communication skills, including proficiency in grammar, spelling, and editing/proofreading in both English and Spanish.
- Have an attuned understanding and empathetic communication with families who may be navigating poverty, homelessness, trauma, or coping with other challenging or adverse experiences.
- Working knowledge and understanding of trauma-informed communication strategies, including how to de-escalate situations with distressed individuals.
- Well-developed existing familiarity with local nonprofits that serve families with young children.
- Proficiency using Microsoft Office Suite and creating engaging text, image, and video content.
- Must possess a valid driver's license and access to a reliable vehicle.
- Occasional evening and/or weekend work will be required.



Accountability/Results Orientation - Assumes accountability for the achievement of assigned work activities/tasks. Collaborates with others to agree upon desired results/outcomes and timeframe. Takes ownership of work methods/processes and seeks to continuously enhance them. Behaves ethically and honestly in all activities done on behalf of UWW and the movement. Demonstrates a commitment to UWW's values, including diversity and inclusiveness.

Decision-Making/Risk-Taking - Gathers and analyzes pertinent information to aid in decision-making. Helps others to make effective decisions by providing needed information in an organized and thoughtful way.

Teamwork Collaboration - Contributes to the achievement of team objectives by helping others to complete tasks on own initiative. Shares information/ideas with other team members. Carries out assigned work projects. Identifies ways to make a greater contribution to the team. Able to adapt quickly to changing conditions or performance expectations. Able to focus on assignments during periods of change and/or uncertainty.

Relationship Management - Utilizes rapport to build trust and collaboration with others. Identifies and shares mutual benefits/needs in working together. Is ethical in dealing with others to achieve the desired results. Interacts and communicates with diverse stakeholders effectively. Fosters and maintains working relationships across the United Way system.

Communications - Expresses basic ideas in a clear, concise manner. Writes routine office correspondence. Communicates work results to team leaders in a timely manner. Shares information with team members willingly.

Innovation/Creativity - Adopts techniques to new situations. Finds new ways of utilizing existing information, ideas, concepts and/or strategies. Willingly shares recommendations for improvements to work systems, procedures or products. Uses initiative and ingenuity to decide how best to meet commitments.

ABOUT UNITED WAY OF LANE COUNTY

United Way of Lane County brings people, organizations, and communities together around a common cause, a common vision, and a common path forward. We are a member of a national network of local United Ways working to build up the cornerstones of education, financial stability and health— each bringing people together from all walks of life to be a part of local solutions.

United Way of Lane County is located in Springfield, OR with local and remote employment opportunities. We offer a competitive salary and generous benefits package including flexible work schedules and professional development opportunities; dress for your day; volunteering opportunities and leave; and, paid time off (PTO) and paid leave for religious observance, voting, family sick, medical appointment, and, parental/adoption. Additionally, we offer access to comprehensive health, dental, life, and disability insurance; employee assistance program (EAP); and, a 403(b) plan—it's a long list. We



encourage growth and upward mobility—and want you to succeed in a diverse, inclusive, and ethical workplace. **Take action, join our Team—apply now.**

United Way of Lane County seeks diverse, qualified professionals who want to make a difference in the world. We are an equal opportunity employer and recruit, employ, train, compensate, and promote qualified applicants without regard to race, color, religion, creed, disability, veteran status, marital status, age, sex (including pregnancy), sexual orientation, gender identity, gender expression, national origin or ancestry, genetic information, and other legally protected characteristics, in accordance with applicable laws.

The EEO is the Law poster is available here:

<http://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf>. If you need a reasonable accommodation because of a disability for any part of the employment process, please e-mail jreynolds@unitedwaylane.org or call 541-741-6000 and provide the nature of your request and your contact information.

United Way Worldwide is a charter member of Employers of National Service and we encourage AmeriCorps, Peace Corps, and other national service alumni to apply.

UNITED WAY OF LANE COUNTY'S DIVERSITY, EQUITY & INCLUSION STATEMENT OF PRINCIPLE

We take the broadest possible view of diversity.

We value the visible and invisible qualities that make you who you are.

We welcome that every person brings a unique perspective and experience to advance our mission and progress our fight for the health, education, and financial stability of every person in every community.

We believe that each United Way community member, donor, volunteer, advocate, and employee must have equal access to solving community problems.

We strive to include diversity, equity, and inclusion practices at the center of our daily work.

We commit to using these practices for our business and our communities.

Join us in embracing diversity, equity and inclusion for every person in every community.

Position is open until filled. We will begin reviewing applications on March 15, 2021.

Go to www.unitedwaylane.org for more information about our organization.