

Family Engagement Coordinator

Organization: We are a system that works to improve lives through community engagement, wealth building and individual development.

Title: Family Engagement Coordinator

Objectives:

- Increase overall participation to 40% in Y1 and 55% in Y2
- Maintain program retention
- Build community partners to fulfill the needs of families
- Adapt the program based on actual successes and failures
- Develop metrics tracking participation in program, success in program and where the program needs to be improved

Description: The Family Engagement Coordinator's primary role is to work collaboratively with the Executive Director, Partner Program Directors and families engaged in the program; ensuring all aspects of the community engagement and individual development programs are running smoothly while also developing new partnerships of and programming with community organizations and like-minded organizations.

Scope of Duties:

Community Partnerships

- Promote, develop, and manage partnerships between Cornerstone Renter Equity® and partnering non-profits or relevant, agreed-upon organizations
- Compile, monitor and assess cumulative data as it pertains to partnering programs and services rendered
- Participate in quality improvement training with partner organizations
- Attend meetings with partner organizations as needed
- Assist with recruitment for partner organizations

Program Coordination

- Responsible for engagement and retention in Cornerstone Renter Equity® community engagement events, individual development, and goal setting; ensuring they are meeting stated objectives, following applicable policies, and effectively furthering the organization's mission
- Responsible for coordinating with Property Manager in facilitating ongoing property related concerns/suggestions/room for improvement
- Responsible for soliciting and gathering feedback and data from the families on the program
- Available to help Communications & Executive Director with any other program & tasks where the Program Coordinator's services may be required
- Work with Executive Director & Communications Director on evaluating, improving, and expanding programming

Family Engagement Coordinator

- Work with the Renter Equity Committee® in an ongoing capacity to manage the Renter Equity program
- Maintain a working knowledge of significant developments and trends in the field

Administrative

- Work collaboratively with Executive Director and Property Managers to ensure continuity and best practices for all families participating in the program
- Work collaboratively with Cornerstone Renter Equity® Committee and office personnel to advance the foundation's mission and vision
- Responsible for the management and evaluation, including metrics, of family participation
- Volunteer coordination as needed

Qualifications:

Qualities, Skills and Competencies

- Excellent written and verbal communication skills
- Strong interpersonal skills
- Superior organizational and planning skills, including the ability to multi-task and complete a varied set of tasks in a timely manner
- Experience in tracking and evaluating metrics
- Comfortable working in a small team atmosphere
- Self-motivated and able to work independently
- Demonstrates passion for organization's mission
- Enthusiastic and professional
- Strong computer skills, including proficiency with Word, Excel, and other computer programs related to duties

Required

- A Bachelor's degree in community engagement, social work, or other relevant field

Preferred

- A Masters or other post-graduate degree in nonprofit management, social work or other relevant field
- Two years of experience implementing programming with families
- Two years of nonprofit or other relevant experience, particularly in a leadership role
- Experience in the fields of social work, community engagement, and/or poverty

Family Engagement Coordinator

*Salary will be commensurate with experience

To Apply:

Please send the following materials to Erin Walsh, (ewalsh@cornerstonerenterequity.org) by September 10th, 2017: Resume, cover letter (including relevant experience and salary requirements).