

Family and Community Engagement Specialist Job Description



Position Title: Family and Community Engagement Specialist
Position: Full-time, exempt
Reports to: ROC the Future Director
Compensation: \$40,000 to \$50,000 commensurate with experience. Generous benefits include health, dental, paid time off, retirement with organizational match, and flexible workplace.

About the Children's Agenda: The Children's Agenda (TCA) advocates for effective policies and drives evidence-based solutions for the health, education and success of children. We are especially committed to children who are vulnerable because of poverty, racism, health disparities and trauma. TCA provides backbone organizational support for ROC the Future.

ABOUT ROC the Future: ROC the Future (RTF) is a collaborative, community-wide initiative dedicated to ensuring that all children receive the opportunities and support they need—from birth to career—to succeed in school and throughout life. ROC the Future is part of the nationally recognized framework, [StriveTogether](#), dedicated to building strong civic infrastructure that supports improvement in student outcomes through collective impact. More at <http://rocthefuture.org/>

POSITION OVERVIEW: ROC the Future has made progress by fostering greater community alignment and engagement between community partnerships. The Parent Engagement Collaborative Action Network (PECAN) supports our efforts to better engage parents & families in order to accelerate improvement. The Campaign for Grade Level Reading has identified parent engagement as the “secret sauce” to improve outcomes for children, by helping to engage parents in their child’s development. This position will support the Family and Community Empowerment Manager in expanding upon the work of PECAN by engaging parent leadership, parent decision-making and co-creation of solutions in the cradle-to-career arena.

Additionally, critical connections must occur if we are to expand our progress and align our work to other partners in the community supporting children and families, but who are not already engaged in the work of ROC the Future. This includes connecting with other sectors, such as: housing, pediatricians and health centers, faith-based alliances, and other groups, to share accomplishments and engage them in the work.

KEY RESPONSIBILITIES:

- Build and support relationships between RTF and key stakeholders, partners, and the community at large.
- Actively work with parent and community engagement efforts across institutions and sectors to drive alignment and improved coordination with RTF’s activities and objectives.
- Conduct/facilitate presentations through teach-ins, retreats, workshops, etc., to build understanding and greater alignment within our partnership network.

- Facilitate consistent feedback mechanisms between parents, families, the community at large, and the RTF alliance in order to better inform the work.
- Ensure that all work is delivered on-time, within scope, and within budget; provide regular reports on progress against goals and indicators.
- Other duties as assigned.

EDUCATION AND EXPERIENCE: This position requires experience that is typically developed through a Bachelor’s program in education, communications, human services, or a strongly related field and a minimum of three years of work experience. Demonstrated success in communicating both horizontally and vertically within the community in a way that built authentic, trusting relationships with diverse stakeholders and community members; experience in diverse coalition-building and working in a team environment; strong organizational and interpersonal skills.

REQUIRED SKILLS AND CHARACTERISTICS:

- The presence to inspire confidence and passion in external audiences and to build effective relationships with a range of diverse stakeholders.
- Must possess a working knowledge of the Rochester community, including but not limited to a general understanding of the various neighborhoods, schools and community-based organizations, and the assets and resources available to support them.
- Ability to sift through and simplify complex information, in order to communicate it to a general audience.
- Experience working with diverse groups and families, including facilitating coalitions, task forces, and/or committees.
- Flexibility and the ability to work autonomously as well as take direction as needed.
- Excellent interpersonal and communication skills (written and oral).
- Proficiency in Microsoft Office products and social media platforms.
- Practical, reliable, efficient. Turns ideas into actions and organizes tasks.
- Must be a team player who is responsive to and supportive of the needs of others.
- Spanish language proficiency preferred.
- Willingness to work flexible hours, including some evenings and weekends.
- Holds an active NYS Driver’s License and has reliable, available transportation.

PLEASE SEND RESUMES & COVER LETTERS (NO CALLS PLEASE) TO:

Michelle Yale, michelle@thechildrensagenda.org, 1 S. Washington St., #120, Rochester, NY 14614.

For a detailed job description and employment application please visit:

www.thechildrensagenda.org

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