
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: \$52,000 to \$60,000 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 made progress over the past 6 years, by fostering greater community alignment and engagement between community partnerships. The launch of the Parent Engagement Collaborative Action Network (PECAN) last year, helped to expand our efforts into the parent & family engagement arena to accelerate improvement. The Campaign for Grade Level Reading has identified parent engagement as the “secret sauce” to improve outcomes for children, by supporting parents in their child’s development. This position will expand upon the work of PECAN, to further develop actions, coordinate strategies, and identify best practices to engage parents and families, throughout the cradle-to-career continuum.

Additionally, critical community connections must occur if we are to expand our progress and align our work to other sectors that support children and families, but who are not already engaged in the work of ROC the Future. This includes connecting with other entities, such as the Rochester Housing Authority, pediatrician’s offices and health centers, faith-based alliances, and other parent and family specialists, to share accomplishments and engage them in the work. Essentially, the role of a Parent & Community Engagement Specialist is necessary to expand upon the work of PECAN to support parent and family engagement throughout the cradle-to-career continuum, as well as make connections with critical sectors in the community.

KEY RESPONSIBILITIES:

- Build relationships based on mutual trust and respect between RTF and key stakeholders and partners, including leaders in business and economic development, early childhood and healthcare, faith-based, philanthropy, higher education, government, p-12, community and community-based organizations.
- Actively work with parent engagement efforts across institutions and sectors (i.e., RCHS and charter schools; PTA/PTOs; early childhood/education; parent training programs; health centers and pediatric offices; DHS; housing programs; etc.) to drive alignment and improved coordination with RTF’s activities and objectives.
- Build community capacity for engagement through teach-ins, retreats, workshops, etc. to build understanding within the alliance and among our community partnership network.
- Staff the Parent Engagement Collective Action Network (PECAN) and its associated work groups. This work will include handling all logistics, developing agendas, taking minutes, and providing the requisite follow-up.

- Create and manage consistent feedback mechanisms between parents, caregivers, and families to inform the work of RTF. Work with the alliance's leadership to properly use this feedback to set the alliance's priorities and strategies.
- Serve as the in-house expert on the core competencies, best practices and measurements in parent and family engagement.
- Give public presentations on issues relating to RTF priorities to educate and motivate key stakeholders, community partners, and decision-makers to create change.
- As needed, represent RTF at community events, panels, and news conferences;
- Ensure that all work is delivered on-time, within scope, and within budget; provide regular reports on progress against goals and indicators.
- Actively coordinate and partner with TCA team members on all key issues affecting children and youth.
- Participate in the development and implementation of TCA's communications plan.
- 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 five 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

THE CHILDREN'S AGENDA, INC.
IS AN EQUAL OPPORTUNITY EMPLOYER