



JOB TITLE: Family Engagement/Outreach Specialist

DEPARTMENT: Program and Evaluation

REPORT TO: NC Pre-K Manager

SALARY RANGE: mid 30s-low 40s

HOURS: Full-time 40 hrs/week

POSTED: December 2021

DEADLINE: Open until filled

JOB PURPOSE AND OVERVIEW

Durham's Partnership for Children seeks to fill a newly created position of Family Engagement/Outreach Specialist. This individual will work with the Program and Evaluation team focused primarily on the NC Pre-K and Durham Pre-K programs that provide high-quality education to eligible 4 year olds in Durham County.

The Family Engagement/Outreach Specialist maintains current knowledge of best practices for family and parent engagement, with commitment to affirming and being responsive to the diversity and uniqueness of every family and the many settings where young children are cared for. The successful candidate will be familiar with NC Pre-K and Durham Pre-K Program requirements and procedures and will be able to communicate them effectively to many audiences in the community, especially parents. This position is responsible for:

- Planning, coordinating, and implementing Family Engagement activities at participating childcare programs, in close collaboration with teachers and directors
- Promoting the recruitment and participation of family/parent and community volunteers at childcare programs
- Planning and implementing parent education and training programs.
- Work with families to create leadership opportunities within the ECE system.
- Developing a Family Resource Lending Library along with the system for families to access books, materials, and information to support learning and literacy in their homes
- Creating multiple modes and systems for sharing information with families.
- Planning, coordinating, and implementing community-based Transition to Kindergarten activities
- Coordinating and/or supporting Pre-K outreach efforts and assisting with the child enrollment and placement process, in close collaboration with many child care programs and sites, including Durham Head Start, Durham Public Schools, private child care centers, and partner agencies and programs.
- Performing other duties as assigned
- Must be available to work some evenings and/or weekends as necessary.
- Must have a valid driver's license and regular access to an insured, registered vehicle.

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Specific Requirements:

Bilingual in Spanish preferred. Minimum Education and Experience – Bachelor’s degree and two years’ experience. Working knowledge of current principles in culturally responsive family engagement; current local, state, and national laws, public policies, legislative issues, and political processes important to the concerns of parents in North Carolina. Knowledge of child care regulations, standards for high quality child care, standards for best practices for typically and non-typically developing children. Ability to build positive relationships with families, volunteers and community members. Must be able to work independently and efficiently with a diverse group of people and programs. Excellent oral and written communication skills.

Detail-oriented, organized, can set goals and meet deadlines. Technologically capable with Microsoft Office products. Ability to respond to common inquiries or concerns from the public.

Durham’s Partnership for Children is an equal opportunity employer committed to diversity, equity, child safeguarding, and inclusion.

Annual compensation is in the upper-high 30’s to low 40’s with competitive benefits and generous 401(k). Please submit a cover letter and resume to mail@dpfc.net with “Family Engagement/Outreach Specialist” in the subject line.