



Parent Engagement Coordinator

REPORTS TO: Chief Parent Engagement Officer

STATUS: Full-Time

CLASSIFICATION: Non-Exempt

LOCATION: Columbia or Remote
in South Carolina

Position Summary

The parent engagement coordinator is a full-time position of Children's Trust of South Carolina. This position will seek to empower and organize parents and/or caregivers to develop leadership and advocacy skills and strengthen parental leadership in partner organizations; strengthen community prevention networks to build action plans and training around protective factors and prevention strategies; support partner organizations and parents in engaging all sectors of the community in supporting families, including the child welfare system, policymakers and other stakeholders; connect the work of prevention networks and parent leaders; and, assist in the integration and coordination of Children's Trust funded programs in community and regional areas to support parent and community prevention initiatives.

Through funding from the federal Community-Based Child Abuse Prevention (CBCAP) program-Title II and under guidance from the Chief Partner Engagement Officer (CPEO) this person will coordinate the continued development and implementation of a statewide family and parent engagement initiative, working with state and local partners.

This position must have the ability to work a flexible schedule and meet at times that are convenient for the parents and families served.

Duties and Responsibilities

Under the guidance of the CPEO, coordinate the strategic development, implementation and/or support of family support and parent leadership in existing Children's Trust primary prevention programming initiatives, based on local need and previously developed and implemented initiatives of the organization. These initiatives include a network of family resource centers (FRCs), evidence-based home visiting models, Strengthening Families Program (6-11), Empower Action framework and Triple P (Positive Parenting Program) coalitions. Parental and family engagement will be rooted in the development of network connections and concerted interventions.

Explore and recommend best practices and appropriate evidence-based approaches to parent roles in transforming systems with particular focus on primary prevention in South Carolina, recognizing families as equal partners in improving children's development, learning and wellness across all settings.

Collaborate and participate in learning opportunities with SC Thriving Families facilitators to ensure that those with lived experiences are valued for their expertise and contributions and are fully prepared to actively participate; participate in local, state and national meetings when appropriate; build skills to assist with sustaining lived experience engagement at the local, state, and national levels; understand, embrace, and model principles and practices of diversity, equity and inclusion.

Connect with and apply national and state level resources for parent engagement, to include, but not limited to, FRIENDS, National Family Support Network, Birth Parent National Network, Search Institute, Strengthening

Families Protective Factor Framework and Prevent Child Abuse affiliates, and other proven models of parent engagement.

Collaborate and coordinate with Children's Trust training department and partner engagement staff to work with existing community stakeholders to support family engagement prevention networks in identified communities, based on Children's Trust's *Empowering Action* framework and/or other supported models to build protective factors across sectors.

Conduct site visits with both parent councils and prevention network groups and provide ongoing technical assistance, training and support to empower local efforts and create connection between local prevention networks and parent councils through sharing information and further collective impact in communities.

Support the development of a sustainable statewide infrastructure for parent and community engagement to include training, technical assistance, policy/systems advocacy and utilization of evidence-based prevention program models and promising practices that can be built upon for a state-wide Parent Advisory Council.

Connect and coordinate the work of parent and community engagement with other relevant Children's Trust initiatives, consistent with the Children's Trust mission and strategic plan.

Support the development of appropriate impact measurements and monitoring of parent and community engagement in collaboration with Children's Trust director of evaluation and family engagement and resource coordinator.

Direct and lead presentations, calls and webinars as needed that support parents as strategic partners in local and state efforts toward systems transformation; invest in developmental relationships with parents and communities statewide through visiting, consulting, coaching, facilitating, and providing technical assistance.

Work with the communication team to support prevention messaging; review Children's Trust communication collaterals to ensure parent and community engagement messaging is up-to-date and relevant; inform the communication team of updates regularly; serve as a Children's Trust's content expert on parent engagement/empowerment.

Assist with the development and management of grant applications, budgets, and reports as needed; keep accurate files, records, and reports for training and technical activities.

Attend and present when appropriate at local, state, and national events to enhance knowledge and professional development, and to assist in identifying current research, key topics, and speakers/consultants for Children's Trust educational programming; participate on state boards, task forces and ad hoc committees when appropriate.

Attend corporate office meetings, activities, trainings, and events as required by the organization.

Serve as a positive, proactive voice for Children's Trust through social media, public speaking, public relations and/or representation at training and events; build capacity and knowledge of agency.

Perform other duties and responsibilities as requested with an appropriate sense of humor, positive and professional attitude, and team spirit.

Children's Trust believes that each employee makes a significant contribution to our success; this position description is designed to outline primary duties, qualifications, and job scope, but not limit the organization to adjust the work identified; it is our expectation that each team member will offer their services wherever and whenever necessary to ensure the success of our endeavors.

Qualifications

Have a bachelor's degree in social work, social services, counseling, public health, or other related fields or a minimum of three (3) years combined experience serving in a parent advisory community, peer mentor support, parent advocacy council and/or participant in community or prevention services. Experience with program management and related experience in program development working with families and children in the fields of prevention and support, preferred. Spanish speaking fluency is a plus.

Knowledge of parent participation perspective in prevention or local support services. Able to articulate the lived-experience and perspective; demonstrate understanding of lived-experience within the child welfare system; personal experience parenting children/teens.

Ability to develop and maintain effective working relationships with families, partner agencies and staff, to deal sensitively, confidentially, and tactfully with partners, families, and members of all socio-economic groups and secure the cooperation of parents and empowering them as leaders.

A commitment to recognizing and supporting parents as decision makers and leaders is vital. This quality includes valuing the culture and unique assets of families.

Employ a command of adult learning theory with the ability to lead and guide others to develop new skills or knowledge that will enhance their work.

Skill in reviewing and formulating recommendations from reports, articles, and other written information.

Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; to market programs; to prepare reports; to develop, evaluate, and interpret policies and procedures; to communicate effectively; and to serve as a lead worker providing direction to others.

Have good judgement, empathy, adaptability, and level-headed attitude; demonstrate proficient or expert interpersonal skills when interfacing with partners; be assertive and persuasive when necessary while maintaining positive and productive relationships.

Be a critical thinker, well-organized, and detail-oriented; have proficient or expert communication (oral and written skills); demonstrated ability to be proactive and take initiatives; work both independently and in team setting; prioritize and manage multiple tasks; manage budgets and assist with writing grants and grant reports when needed.

Have proficiency in all Microsoft Products; ability to use SharePoint, Trello, Microsoft Teams, GoTo Meeting, Zoom, and data management systems.

Manage light to moderate carrying and lifting of items.

Drive and travel throughout South Carolina on a regular basis and nationally as needed. This is a grant funded position and subject to change.

Children' Trust provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

The forgoing statements describes the general purpose and responsibilities to this job and are not an all-inclusive list of all responsibilities and duties that may be assigned or skills that may be required. Children's Trust believes that each employee makes a significant contribution to our success; this position description is designed to outline primary duties, qualifications, and job scope, but not limit the organization to adjust the work identified; it is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the successes of our endeavors.

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Approved by:

Chief Executive Officer: _____ Date: _____

Employee's Signature: _____ Date: _____

Signature indicates verification of receipt of job description. The job description supersedes and rescinds all previous job descriptions.