

**Position Title**

Family Coordinator (*Part-time, afternoon and evenings*)

**Position Location**

San Diego, CA

**Position Overview**

Reality Changers believes that parents, guardians and family members are an integral part of the Reality Changers' community and an important factor in supporting students' wellbeing and success.

The Family Coordinator is responsible for enhancing 8-12th grade programs through the development of Reality Changers' family programming. This person will create and expand initiatives that provide resources, education, and opportunities that holistically support families and guide them along the student's journey to prepare for and apply to college.

The ideal candidate will be able to foster and sustain positive, communicative, and strengths-based relationships with families in order to maximize Reality Changers' services. Additionally, the Family Coordinator assists with the operations of Reality Changers' office headquarters, programs, and events. As the need arises, this person will work on additional projects with other team members.

**Goals/ Measures of Success**

1. Ensure 70% or more of parents/guardians participate in core program activities during the academic year
2. Expand the capacity of the Family Advisory Board to serve with Reality Changers and across our community----specifically, recruit for 3 new family leadership roles in the 2021-2022 school year
3. Assess and implement effective and consistent family communication strategies that engage 70% or more of RC families with relevant information and resources
4. Curate content for 3 core knowledge areas for RC families: college knowledge aligned to student's grade level, effective parenting methods, and one area of choosing
5. Assess needs and design new resources for off-site, 12th grade parents (e.g. newsletter, workshops, peer-to-peer support, etc.)

The Family Coordinator will report to the Associate Director of Programs and engage with program staff to achieve and expand goals.

**Responsibilities**

Responsibilities include, but are not limited to:

1. Manage family programming and communications:
  - Initiate outreach to parents, guardians, and caretakers of Reality Changers' students in order to build relationships as well as their support and involvement in the organization
  - Schedule, promote, and facilitate monthly family meetings (e.g. distribute monthly postcards about the parent meetings during the prior week's student pickup.)
  - Arrange reliable "phone trees" and conduct regular communications with parents to inform them of scheduled dinner nights, upcoming events, volunteer opportunities, and students' performance/progress
  - Maintain up-to-date emergency contact information of students' parents
  - Organize and execute annual parent appreciation event
  - Organize and execute annual family symposium to develop and assist families in their core knowledge areas
  - Adapt or lead new initiatives based on parent feedback and/or needs

2. Develop and enhance parent leadership and engagement opportunities within RC and the community
  - Collaborate with staff to address any issues or concerns that parents may have about their student(s) or the program in a timely and professional manner
  - Recruit, coordinate and support families to serve on the Family Advisory Board
  - In collaboration with program staff, deepen parent engagement by meeting 1x1 with family members, conducting occasional home visits, and offering workshops and office hours as needed
  - Identify ideal community organizations or resources to support families' needs and work with program leadership to implement new partnership opportunities
  - Develop a bilingual welcome packet for parents that will provide comprehensive information about Reality Changers' programs (e.g. key dates for school year, expectations for parents, etc.)
  - Develop and offer a quarterly resource (e.g. workshop, newsletter) to the families of students in the off-site, 12<sup>th</sup> grade program
  
3. Facilitate parent support for key events and programs:
  - Provide on-the-ground tactical resources and support to ensure that program nights run as smoothly as possible
  - Coordinate family-provided dinners during weekly evening program (note: this is program activity is paused until further notice due to the COVID-19 pandemic)
  - Distribute and collect release forms, applications, signatures, and other paperwork to parents to enable student participation in programs (e.g. leadership camp)
  - Create ideas and opportunities for parents to promote and volunteer at Reality Changers' events
  - Collaborate across program teams to develop relevant and valuable content for parent meetings and online platforms
  - Perform other duties as needed

#### **Education and Experience**

- Bachelor's degree from an accredited four-year college or university is required; a degree in a relevant field (e.g. social work, adult learning) is a plus.
- Demonstrated experience working with community-based organizations and/or families from underserved populations is required. Experience in case management is a plus.
- Prior experience planning and executing community events is preferred.
- A valid driver's license or reliable transportation to and from Reality Changers' locations and related events.

#### **Knowledge, Skills and Abilities**

- Proficiency in Google, Microsoft platforms, Zoom and e-mail systems (Gmail or MS Outlook) is required.
- Exceptional written and verbal communication skills; effectively presents information and promptly responds to inquiries from external stakeholders.
- Ability to relate well and speak with many types of people, from students to parents of different backgrounds and cultures.
- Exhibited commitment to diversity, equity and inclusion and sensitivity to diversity in backgrounds and beliefs (e.g., racial, cultural, socioeconomic, political).
- Proficiency in English is required; proficiency in a second language (especially Spanish, Amharic, or Arabic) is strongly preferred.

#### **Additional expectations**

- Represent Reality Changers in a positive manner in all public and private settings.
- Provide positive encouragement to students and families in all public and private settings.
- Instill a sense of empowerment in the parents and family members to uphold Reality Changers' high expectations of students.
- Exemplify commitment to Reality Changers' mission and values.

## **Travel and Hours**

- Regular evening and weekend work will be expected.
- Occasional travel in San Diego will be expected.

## **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. Due to COVID-19, Reality Changers employees are currently operating in a hybrid model---working in-person from the office and/or remotely from home. Office and meeting space is available on a limited basis in accordance with public health recommendations.

## **Physical Requirements**

This job requires the ability to sit, use hands and arms to perform repetitive motions. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus. It requires moderate dexterity, application of basic skills (calculator, keyboard, hand-eye coordination, etc.) and the ability to bend or stand as necessary.

**Position details:** The position is part-time, non-exempt, and offers 20-25 hours per week (varies based on busy periods). The rate is \$23 per hour and eligible for benefits.

## **To Apply**

**To apply, please submit the following to [jobs@realitychangers.org](mailto:jobs@realitychangers.org) by June 30, 2021:**

- A thoughtful cover letter outlining your interest in the position and how your qualifications align with the above requirements and Reality Changers' focus and mission
- Current resume

Interested candidates are encouraged to submit an application as early as possible as interviews will be scheduled on a rolling basis. Anticipated start date is August 2, 2021.

Please note:

- No phone calls
- Relocation is not available
- All prospective staff will be fingerprinted and must pass a criminal background check

Reality Changers is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

For more information, please visit [www.realitychangers.org](http://www.realitychangers.org).