



KIDWORKS COMMUNITY DEVELOPMENT CORPORATION

Job Opportunity: Family & Community Engagement Program Assistant

Job Title: Family and Community Engagement Program Assistant
Department: Programs – Family & Community Engagement
Reports To: Family and Community Engagement Manager
Classification: Non-Exempt / Full-Time
Compensation: \$19 - \$21 / hour
Benefits: Health Benefits (medical, dental, vision), Life Insurance, 401(k) Plan w/employer match, Vacation Accrual, Paid Sick Time, and Paid Holidays.

ORGANIZATION

KidWorks, a well-respected community development organization located in central Santa Ana, exists to unleash youth potential. KidWorks serves over 800 children, youth, and parents every week through preschool, after-school tutoring and enrichment, leadership development, and community engagement and advocacy. To learn more visit <http://www.kidworksoc.org/ourstory/>.

POSITION SUMMARY

The Family and Community Engagement (FCE) Program Assistant is a critical member of the Family and Community Engagement team. The FCE Program Assistant supports KidWorks programs, engages with parents primarily from our Dan Donahue Center. The FCE Program Assistant acts as a resource for our parents/families, as well as for the community. They support in developing parent leaders, facilitating adult education, and plays a part in engaging in outreach and recruitment opportunities to work towards our enrollment goal.

ROLES AND RESPONSIBILITIES

COMMUNITY ENGAGEMENT

- Provide leadership and supervision during onsite, Saturday Programs at the Dan Donahue Center
- Establish communication with community partners to provide direct services to parents/families, such as health screenings/services, food distribution, workshops/classes, etc.
- Support KidWorks brand awareness within the community through a multi-pronged approach, including in-person outreach events, and meaningful KidWorks sponsored community events
- Support the development and implementation of key KidWorks community events, such as the Parent Conference, Posada, Back to School Events, etc.
- Foster a welcoming and inclusive environment throughout KidWorks sites and events



- Work to meet family enrollment goals and objectives

FAMILY EDUCATION & EVENTS

- Support the strategic outreach, enrollment, and implementation of KidWorks family events, activities, and workshops/classes to support family health and well-being
- Facilitate and support parent meetings, such as: General Parent Meetings, Pre-K Parent Advisory Council (PAC) Meetings, One-on-One Parent Meetings, etc.
- Facilitate and supports one-time parent workshops, forums, or series of classes, as appropriate
- Track and report parent participation/engagement including attendance data

FAMILY RESOURCING

- Assist to maintain and further develop KidWorks' family resource directory with relevant resources
- Meet with parents on a one-on-one basis to listen to their needs, and provides follow-up support with resources and further assistance as needed
- Provide referrals or assistance for families related to housing, legal services, food services, mental health, nutrition, education, citizenship, etc.; as appropriate
- Establish and support communication and relationships with the local school's F.A.C.E. Liaisons
- Maintain appropriate confidentiality and uphold family dignity when working across functions to provide holistic family support.

FAMILY VOLUNTEER PROGRAM

- Ensure parents have a vital role in the development of their family through meaningful volunteer engagement opportunities at KidWorks and in their community
 - Identify and communicate volunteer opportunities
 - Keep track of parent volunteer hours to report out when needed
- Provide ongoing recognition for family volunteerism and leadership
- Perform other related duties as assigned.

CANDIDATE PROFILE

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform the job successfully.

EDUCATION/EXPERIENCE

- Bachelor's degree (B.A.) from four-year college or university preferred in related field of study
- Two or more years in an equivalent or related position
- Experience in community organizing and mobilizing is a plus



SKILLS/REQUIREMENTS

- Passion for KidWorks mission and ability to articulate this passion to others
- Demonstrated commitment to the values of diversity, inclusiveness, equity, and empowerment
- Bilingual English/Spanish preferred
- Excellent writing, communications and interpersonal skills
- Strong interpersonal skills, cultural humility, and cross-cultural communication skills across various demographic audiences
- Strong planning, organization and time management skills
- Detail oriented with the ability to work under pressure and prioritize competing demands and meet deadlines
- Exhibit resourcefulness in meeting the goals of the position
- Proficient in Microsoft Office Suite (Outlook, Excel, Word, PowerPoint, Publisher)
- Valid drivers' license and willing to drive a company van on occasion
- Covid-19 vaccination

APPLICATION PROCESS

To apply for this position, email hr@kidworksoc.org and include both a cover letter and resume. Please write **"Family and Community Engagement Program Assistant"** in the subject line. Both attachments must be received; incomplete applications will not be considered. Please forward electronic submissions only. No phone calls please. Only principal, qualified candidates that follow the application process will receive a response.

KidWorks is an equal opportunity employer.