



## KIDWORKS COMMUNITY DEVELOPMENT CORPORATION

### Job Opportunity: Family & Community Engagement Program Assistant

<b>Job Title:</b>	Family and Community Engagement Program Assistant
<b>Department:</b>	Family & Community Engagement
<b>Reports To:</b>	Family and Community Engagement Manager
<b>Classification:</b>	Non-Exempt / Full-Time
<b>Benefits:</b>	Health Benefits (medical, dental, vision, paid group life insurance), 401(k) plan w/employer match, vacation, sick, and holiday pay

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#### THE ORGANIZATION

Would you like to leverage your professional skills and expertise by giving back to the community? Are you interested in knowing that every day you are making a difference in the lives of our community's youth and the next generation of young leaders? Consider joining the KidWorks team.

KidWorks is a well-respected community development organization located in central Santa Ana. The mission of KidWorks is to restore at-risk neighborhoods one life at a time. The organization 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, please visit <http://www.kidworksoc.org>.

#### 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, acts as a resource for parents in the community, develops parent leaders, facilitates adult education, and supports our parent volunteer program.

#### POSITION ROLES & RESPONSIBILITIES

##### Community Engagement

- Support KidWorks brand awareness within the community through a multi-pronged approach, including digital and social media platforms, in-person outreach events, and meaningful KidWorks sponsored community events
- Support development and implementation of key KidWorks community events, such as Community Resource Fairs, Posada, Back to School events, etc.
- Support a welcoming and inclusive environment for families and students throughout KidWorks sites and events
- Ensure KidWorks meets family enrollment goals and objectives

##### Family Education & Events

- Support the strategic outreach, enrollment, and implementation of KidWorks family events, activities, and workshops to support family health and well-being
- Facilitate or support parent meetings and workshops, as appropriate
- Track and report parent participation and attendance data



### **Family Resourcing**

- Maintain and further develop KidWorks' family resource directory with relevant resources for families
- Provide referrals or assistance for families related to housing, nutrition, education, mental health, citizenship, etc.; as requested, necessary, or appropriate
- Establish and manage 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 children and family through meaningful volunteer engagement at KidWorks
  - Identify and communicate volunteer opportunities,
  - Personally invite family involvement, and
  - Providing 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**

- Passion for KidWorks mission and ability to articulate this passion to others
- Two or more years in an equivalent or related position
- Bachelor's degree (B. A.) from four-year college or university preferred in related field of study
- Experience in community organizing and mobilizing is a plus

#### **Special Skills/Knowledge/Requirements**

- Bilingual English/Spanish preferred
- Excellent verbal and written communications skills in Spanish & English, as well as interpersonal skills
- Capacity to work easily, effectively and collaboratively with a wide range of people, build relationships, be diplomatic, and exhibit sensitivity to and understanding of the dynamics of the organization
- Ability to build relationships that are mutually beneficial; demonstrating credibility and trust
- Strong planning, organization, time management, communication, and multi-tasking skills
- Detail oriented with the ability to prioritize and work under pressure to meet competing deadlines
- Exhibit resourcefulness in meeting the goals of the position
- Proficient in Microsoft Office Suite (Outlook, Excel, Word, PowerPoint)
- Demonstrated commitment to the values of diversity, inclusiveness, equity, and empowerment
- Valid drivers' license and a reliable, insured vehicle for travel
- General availability Monday – Friday, 9:00 am – 5:30 pm; Tuesday – Saturday; 8:00 am – 4:30 pm; occasional evenings
- Covid-19 completed vaccination required

### **APPLICATION PROCESS**

To apply for this position, send an email to [hr@kidworksoc.org](mailto:hr@kidworksoc.org) and include a cover letter and resume; both attachments must be received. Please write "**Family and Community Engagement Program Assistant**" in the subject line. Please forward electronic submissions only. No phone calls please. Only principal, qualified candidates will receive a response. KidWorks is an equal opportunity employer.