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

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 wholistic 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 Tuesday – Friday, 11:00 am – 7:30 pm, Saturdays: 8:30 am – 5:00 pm;
- Covid-19 completed vaccination required

APPLICATION PROCESS

To apply for this position, send an email to 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.