United Way of San Antonio and Bexar County
Job Description

| TITLE: | Family Engagement Ambassador, Dual Generation Initiative - WESTSIDE |
| DEPARTMENT: | Grants |
| IMMEDIATE SUPERVISOR: | Systems Director for Dual Generation |
| OFFICE LOCATION: | San Antonio, Texas |
| EXEMPTION STATUS: | Exempt |
| DATE POSTED: | 1/20/2022 |
| EXPIRES: | Until Filled |
| SALARY RANGE: | |

ABOUT US
United Way of San Antonio and Bexar County is dedicated to improving people’s lives by helping individuals and creating community-level change. Our work includes leading cross-sector collaborations, advocating for public policy changes, and investing in programs and initiatives that help those in need and prevent problems from happening in the first place. Improving quality of life and advancing the greater good involves focusing in four impact areas: 1) preparing children for kindergarten 2) encouraging students to graduate and reach their full potential 3) helping individuals and families become self-sufficient, and 4) providing a safety net of services for those in crisis.

JOB SUMMARY
The Family Engagement Ambassador is responsible for assisting the UW Grants Directors in overall project coordination and support, including maintaining all stakeholder and residents’ relations. The Family Engagement Ambassador will ensure United Way’s compliance with all programmatic and grant management aspects of the program that address all family, parent, and resident engagement efforts. The Family Engagement Ambassador will support the Grant Directors in staffing practitioner meetings; organizing and facilitating resident meetings; communicating with residents and parents with focus on the Westside target area. The role will also regularly collaborate with the Family Engagement Ambassador for the Eastside Promise Zone (ZIP codes 78202, 78203, 78205, 78208, 78210, 78215, 78218, 78219, 78220, 78222), Dual Generation Initiative effort. The Family Engagement Ambassador will also work closely with all staff that support the Dual Generation Initiative, MIECHV and HOPES grants.

DUTIES AND RESPONSIBILITIES
- Responsible for Family Engagement programming and services that address the individual family's needs and strengthen the family by promoting collaboration amongst staff, service providers, and the family to provide available resources and tools that holistically meet those needs to increase the family’s financial and economic stability.
- Assist the Grant Directors in overall project compliance with expectations of the Family Centered Community Change effort.
- Assist with the organization/administration of parent and program focus groups.
- Assist in organizing and facilitating practitioner meetings and periodic community meetings to include resident, parent engagement meetings, Parent Advisory Committee meetings and quarterly meetings in target schools, churches, neighborhood associations, etc.
- Coordinate and manage all parent and resident engagement efforts including outreach through community and Dual Generation events to help increase visibility, and accessibility of resources for families.
- Assist in the design and distribution of all project materials for training, outreach and education for all parent and resident engagement activities.
- Boost Dual Generation, HOPES III, and MIECHV activities through social media sharing.
- Maintain positive working relationships with all schools, parents, residents, and partners in the target neighborhood.
• Actively and professionally represent each referenced grant by recruiting and engaging future, current, and alumni parents to become involved in advocacy and other activities.

• Promote high quality parenting and family engagement educational opportunities for all families in all programs.

• Other duties as assigned to ensure successful impact achievement.

• Development (donor gifts, allocation of designations, event-related donor expenses, etc.), Marketing (messaging, materials, etc.)

EDUCATION AND EXPERIENCE

• High School Diploma or GED

• Three to five years community related work experience with parent and resident engagement experience preferred

• Bi-lingual ability in English and Spanish is preferred

• Background working with volunteers, parents and/or and residents

• Good written and verbal communication skills

• Willingness to build public speaking and presentation skills

• Microsoft Office (Word, Excel, and Access) proficiency preferred

• Must be at least 18 years of age

BENEFITS

• Employer-subsidized healthcare plan with employer-funded HRA offered

• Group dental, vision, life insurance and other insurance products available

• Paid holidays, volunteer, days, personal days and sick leave time

• 403(b) retirement plan with employer matching available

WORK ENVIRONMENT

• Normal office environment with little exposure to dust, noise and extreme temperatures.

• Reliable personal transportation required.

• Exposure to glare from a computer.

• Weekend and evening hours required

• Work remotely as indicated by environmental factors, such as COVID-19

• Lift or move up to 20 lbs

• Stoop, kneel, crouch or crawl

SPECIAL SKILLS / INFORMATION

Dynamic leadership, exceptional relationship building, business development and fundraising/sales, results orientation, strong written and verbal communication skills, strategic relationship management, entrepreneurial and innovative, volunteer management, event planning and donor recognition

The above statements are intended to describe the general nature and level of work being performed by associates assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. The contents of this job description may change as deemed necessary by United Way of San Antonio and Bexar County.

- Applications WILL NOT be accepted via email.
- Contact [uwjobs@unitedwaysatx.org](mailto:uwjobs@unitedwaysatx.org) should you experience problems submitting your application.

*United Way of San Antonio and Bexar County is an Equal Opportunity/Affirmative Action Employer. As an Equal Opportunity Employer, we do not discriminate on the basis of age, race, sex, sexual orientation, gender identity, gender expression, color, religion, national origin, disability, genetic information or any other status protected by federal, state or local law.*

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