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| TITLE: | Family Engagement Ambassador, Healthy Outcomes through Prevention and Early Supports (HOPEs) | | |
| DEPARTMENT: | Community Impact | GRADE: | 13 |
| IMMEDIATE SUPERVISOR: | Impact Director, HOPEs | EXEMPTION STATUS: | Non-exempt |
| DATE POSTED: | 6-15-2022 | EXPIRES: | |
| JOB LOCATION: | San Antonio, Texas | STARTING SALARY RANGE: | 29,250-35,000 |

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 in overall project coordination and support, including maintaining stakeholder and resident relationships. The position 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; and communicating with residents and parents. Promote high quality parenting and family engagement educational opportunities for all families in all programs. The role will also regularly collaborate with the Family Engagement Ambassadors for the Dual Generation Initiative and be involved in joint work affecting both target areas. The position will also work closely with staff that support United Way Impact Council and grant-funded impact areas.

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 support protective factors.
- Assist in the development, implementation, and monitoring of an outreach plan that encompasses recruitment and retention strategies for at-risk families with children ages 0 to 5 in Bexar County.
- Assist the Grant Directors in overall project compliance.
- Assist with the organization/facilitation of the Parent Advisory Council (PAC) and parent focus groups, as necessary.
- Assist in organizing and facilitating practitioner meetings and periodic community meetings to include resident, parent engagement meetings, and quarterly meetings in schools, churches, neighborhood associations, etc.
- Coordinate and manage all parent and resident engagement efforts to help increase visibility and accessibility of resources for families.
- Assist in the design, purchase, and distribution of all project materials for training, outreach and education for all parent and resident engagement activities.

- Promote HOPES III, MIECHV, SMVF, Dual Generation, ReadyKidSA, and other appropriate activities as assigned through social media sharing.
- Assist in the implementation of recruitment strategies and assist HOPES program partners with achieving recruitment; encourage and sustain family enrollment and involvement in family support programs.
- Assist in the planning and implementation of the annual Child Abuse Awareness and Prevention Month Event(s).
- Assist in the planning and implementation of a minimum of four family engagement events annually to target currently enrolled families and potential future families.
- Actively and professionally represent each referenced grant by recruiting and engaging future, current, and alumni parents to become involved in advocacy and other activities.
- Develop strategies to ensure families have access to support resources post-program completion.
- Responsible for coordination, tracking, documentation, and distribution of incentives provided to families.
- Use a data-driven approach for strategic decisions based on data analysis in all elements of the work; including but not limited to outreach, partner/parent meetings, events, and incentives
- Perform other duties needed to help drive the success of the Impact Council and United Way.

EDUCATION AND EXPERIENCE

- High School Diploma or GED
- Three to five years of community-related work experience with parent and resident engagement experience preferred
- Prior experience as a participant in a parent support program is preferred.
- Bi-lingual ability in English and Spanish is preferred
- Background working with volunteers, parents and/or 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.
- Work remotely as indicated by environmental factors, such as COVID-19
- Lift or move up to 20 lbs.
- Stoop, kneel, crouch or crawl

APPLY

To submit your application, visit <http://bit.ly/uwsajobs>.

- Applications WILL NOT be accepted via email.
- Contact uwjobs@unitedwaysatx.org should you experience problems submitting your application.

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