



Position	Division	Team
Family Engagement Specialist	Family Services	Family, Friend, and Neighbor

PURPOSE: The Family Engagement Specialist provides project support to the Family, Friend and Neighbor (FFN) Program, whose mission is to support and advocate for family, friend, and neighbor caregivers, including parents.

NATURE & SCOPE: As a member of the Family Services Department, the Family Engagement Specialist will actively support the Kaleidoscope Play and Learn Program (KPL). The KPL Program, based on scientific evidence, supports families in their neighborhoods and in their home languages through weekly, facilitated play groups. As the home of the program, Child Care Resources provides community based organizations, schools, libraries and other agencies who implement weekly KPL groups with training, consultation, technical assistance, connection to resources, and materials. The Family Engagement Specialist will also be involved in activities related to the statewide expansion of KPL which might include curriculum development, program evaluation, new partnership development as well as other special projects related to KPL and CCR’s Family, Friend and Neighbor programs. This position is key to ensuring program quality and to building and maintaining supportive working relationships with our community partners in Washington.

RESPONSIBILITIES: Specific responsibilities of the Family Engagement Specialist are, but may not be limited to:

Technical Assistance & Training

- Provide technical assistance and consultation regarding start-up and continued operation of Kaleidoscope Play & Learn groups by providing guidance on outreach to FFN caregivers and families furthest from opportunity; implementation of the caregiver engagement and education components of the program; providing developmentally- and culturally-appropriate activities for children; and supporting families from a variety of cultural, language, and economic backgrounds, etc.
- Provide technical support to affiliate organizations in data collection for annual evaluation and quality assurance measures.
- Provide the KPL training of new facilitators and ongoing continuing education to current facilitators through in-person and web-based trainings.

Program Support

- Assist with data collection and evaluation for use in program development and grant requests.
- Collaborate with KPL Lead to ensure quality standards, consistency and evaluation within the state and nationally.
- Develop, write and update curriculum, handbooks, and other materials.
- Assist in completing program reports.

- Coordinate special projects related to KPL and other FFN programs.
- Participate in advocacy efforts to promote KPL and other FFN issues.

POSITION REQUIREMENTS: Minimum requirements include at least 5 years of relevant experience; or a Bachelor of Arts degree in Early Childhood Education, Social Work or a related field and 4 years related work experience; or a Masters of Arts degree in Early Childhood Education or a related field and 3 years related job experience.

- Demonstrated experience working with a variety of individuals from diverse backgrounds and income levels, and a demonstrated commitment to diversity, cultural relevancy, and inclusion;
- Experience in presenting trainings, formal presentations and in facilitating meetings;
- Ability to work under deadlines, work on many tasks simultaneously, and organize and prioritize work quickly in response to changing needs;
- Excellent interpersonal skills, including demonstrated ability to constructively manage conflict and the ability to respond clearly and effectively to inquiries from stakeholders and the public;
- Excellent verbal and written communication skills, including ability to write a variety of documents for various audiences;
- An understanding of early learning and family support/engagement issues;
- Ability to communicate and actively participate in CCR team meetings and committees and external community groups;
- Washington State Driver's License, automobile insurance, and access to a reliable automobile are required;
- Demonstrated experience in using Office 2016 (Word, Excel, PowerPoint, Outlook);
- Willingness to do some travel outside of King County (average once per month) to provide technical support to community partners and offer trainings to KPL affiliates.

Preferred Qualifications Include:

- Previous experience in facilitating play groups or other family support programs involving children and their caregivers;
- Native language speaking abilities in Spanish, Chinese, and/or Somali;
- Knowledge of family engagement best practices, curricula and assessment tools;
- Knowledge of Washington State regions and resources;
- Strong attention to detail and project management experience;
- A rich understanding of equity and social justice issues and policy and systems-based inequities on marginalized communities and populations.

Salary Range: \$45,931 - \$54,036, Depending on Experience. CCR's benefit package includes employer-paid top tier medical, dental and vision insurance plans for employees, 21 days of PTO per year in addition to 9 paid holidays and week-long office closure at year-end, flexible work environment, great Seattle location in the International District, employer-paid life insurance, short-term disability/illness leave accrual, and 401k with 3% employer match. Position is open until filled.

To apply, please email your resume and cover letter detailing how your experience and interest is a match for this specific position to: hr@childcare.org. For more information on Child Care Resources, please visit our website at www.childcare.org.