

Job Description

Position Title: Family and Community Engagement Coordinator

Supervisor: Director, Community Partnership School

Classification: Full Time Exempt

Salary Range: \$40,000 - \$44,000

Location: Lee, Hendry, Glades Counties

Application Deadline: December 2, 2022, 4 p.m.

Submit Cover Letter and Resume: angela@unitedwaylee.org

About United Way of Lee, Hendry, and Glades:

United Way of Lee, Hendry, and Glades (UWLHG) is a volunteer driven organization dedicated to improving the quality of life for all people in our community. This is accomplished through fundraising, fund distribution (90+ partners), community building, volunteer advancement, and information and referral. UWLHG is an \$16 million nonprofit social services organization, with 70 employees in four locations with the main campus being located at 7273 Concourse Drive, Fort Myers, FL. The majority of funding is from private donations although UWLHG also receives local, state, and federal grants.

Job Summary:

Responsible for engaging families, students, and the community in enrichment activities and services both on campus and in the community. Develop, coordinate, and oversee the collaborative process in Community Partnership School related family and community engagement activities. Work with the Community Partnership School Director, Manager, and Wellness Coordinator to meet and exceed the goals of the Community Partnership School as determined by the Community Partnership School grants. Works closely with partner agencies, building relationships, and managing program effectiveness and outcomes.

Essential Functions

1. Design and implement an overall outreach plan to engage families to participate in activities and services virtually, on campus, and in the community.
2. Plan, direct, and implement community activities in conjunction with partner agencies and school leadership in support of the goals set forth by the needs assessment and strategic plan.
3. Manage outreach initiatives to increase student attendance, strengthen community partnerships, and offer families new opportunities for involvement.
4. Develop key community relationships to enhance outreach and build a resource list for families and students.
5. Execute local marketing activities, awareness campaigns, and events.
6. Provide information, content, and recommendations for community engagement activities to senior management and school leadership to advance visibility and Community Partnership School outcomes.
7. Identify opportunities for new and existing engagement efforts.
8. Provide information, advice, and recommendations for press release content, feature stories, and local media to senior management.
9. Participate in maintaining accurate and complete family and community member participation and engagement data.

United Way of Lee, Hendry, Glades, and Okeechobee

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10. Deliver programs and/or activities which concentrate on family participation for the purpose of promoting a successful school experience for students and providing networking opportunities for families.
11. Liaison with school administrative personnel to align system goals, program objectives, and community services
12. Coordinate educational opportunities for the purposes of promoting family achievement and home school partnerships
13. Make home visits and/or phone calls to identify family needs and facilitate information and referral services
14. Prepare written materials for the purposes of documenting activities, providing written reference and/or conveying information.
15. Participate in the quality improvement process. Follow and enforce district policies and procedures.
16. Participate in trainings and site visits related to the Community Partnership School development.
17. Coordinate, facilitate, and participate in Community Partnership School's cabinet, council, and team meetings.
18. Track service data and outcomes as required by funding sources.
19. Collect, maintain, and monitor monthly reports.
20. Maintain and update the relevant databases throughout Outlook, Icarol, spreadsheets, and Andar
21. Assist the Community Partnership School team with goal achievement
22. Responsible for managing and coordinating activities in the Family Resource Center
23. Manage and coordinate on-site food pantry and food distributions
24. Work with multiple departments to achieve individual and departmental goals

Direct Reports: None

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Education and/or Experience: Minimum of Bachelor's degree or comparable work experience. A minimum of two years of experience in a school or community setting. Customer service, and social service experience preferred.

Supervisory Responsibilities: Responsible for managing and scheduling the Community Partnership School's Food Pantry, the "U" Room, and the Parent Resource Center. Also responsible for managing volunteers, community, family, and student groups.

Qualifications: The following requirements are representative of the knowledge, skill and/or ability required to satisfactorily perform the essential job duties.

Knowledge of Relationship Building, Community Relations, and Project Implementation and Management.

Interpersonal Skills: Excellent active listening and interpersonal skills required. Strong problem solving, critical thinking, prioritization, and judgment skills required. Business writing skills are necessary. Strong administrative and operational skills essential.

Language Skills: Ability to write reports and business correspondence. Ability to present information to and respond to questions from groups of diverse organizational employees, managers, and senior level high profile decision makers.

Computer Skills: Requires knowledge of MS office software and data base programs.

Presentations Skills: Occasional public speaking may be required.

Licenses: Valid Florida Driver's License with a driving record that meets our insurance guidelines.

Other Skills: Problem solving capabilities and cultural diversity skills. The ability to handle confidential information appropriately.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit for long periods of time, talk, and/or hear. The employee is frequently required to use finger and hand motion and occasionally to stand, walk, and reach with hands and arms. The employee must frequently lift and/ or move up to 30 pounds and occasionally lift and/or move up to 40 pounds. There may be additional physical requirements associated with department meetings/events. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

Requires talking, hearing, and visual acuity sufficient to perform these major functions. Occasionally, the work of this position is spent at offsite meetings, or event locations within Lee, Hendry, or Glades County.

Licenses- Valid Florida Driver's License.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job operates in a professional office environment, off site venues, and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

This is a full-time position. Days and hours of work are Monday through Friday, typically weekday mornings and afternoons. Evening and weekend events may be required as job duties demand.

United Way is an equal employment opportunity employer and does not discriminate against any person because of race, color, creed, religion, sex, national origin, disability age, genetic information or any other characteristic protected by law. This nondiscrimination policy extends to all terms, conditions, participation in all company-sponsored activities, and all employment actions. United Way will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship.

Terms of employment are subject to satisfactory negative drug testing as part of our drug-free workplace program. Level II background screening will be conducted because of the nature of the position. Applicants may be asked to take an online skills assessment.

Additional Information:

UWLHG is an exceptional workplace that can provide you with:

- Opportunity to work with smart, passionate and enthusiastic team members and volunteers
- Working with diverse staff and other constituents
- Culture of high-performance expectations and accountability
- Exciting and challenging work
- Opportunity to help solve the community's toughest problems
- Competitive pay that is commensurate with demonstrated successful performance and experience
- Paid Health and Dental Insurance for employee, 401k, and Monthly Accrued PTO

I understand and agree to the duties and expectations of my role as outlined in this job description.

Employee Name

Employee Signature

Date

Revision Date: October 2022

