



Parent Liaison

POSITION OVERVIEW:

Ready for School, Ready for Life (Ready Ready) is committed to ensuring all children in Guilford County and their families get the resources they need for healthy development. Our focus is ensuring all children in Guilford County and their families get the resources they need for healthy development. Our work focuses on children prenatal to age 8 with a commitment to family voice informing our work.

Reporting to the Director of Equity and Engagement, the Parent Liaison is a member of the Ready Ready team who is actively engaged with supporting family voice in the organization's structure. The Parent Liaison works closely with family voice representatives on Committees and the Board of Directors, the Guilford Parent Leader Network (GPLN) and other staff to foster communication between each group.

RESPONSIBILITIES:

- Work with the Director of Equity and Engagement, to support family voice at all levels of the organization, as well as, in the broader community.
- Support the development and implementation of Ready Ready's Family Engagement Strategy and Equity Action Plan.
- Work closely with the GPLN Steering Committee to collaboratively plan and execute activities and meetings for the Guilford Parent Leader Network. The Steering Committee and the GPLN each meet monthly.
- Work collaboratively with the GPLN to coordinate activities that support their efforts to impact change in the community.
- In partnership with parent leaders, participate in outreach events to assist with recruiting new parent leaders, with children prenatal to age 8, to join the GPLN and become engaged in Ready Ready's work.
- Develop the leadership skills of members of the GPLN, supporting them to explore opportunities to be involved within Ready Ready and in the community at large. This may include supporting professional development goals for parent leaders.
- Support parent leaders participating in COFI Training and/or the Board/Committee Leadership Academy to ensure they have opportunities to apply the knowledge gained.

- COFI Training is facilitated by parent leaders and works to build leadership skills and a sense of community among participants.
- The Board/Committee Leadership Academy is offered by Ready Ready to further develop the leadership skills of parent leaders interested in serving in the organization's governance structure.
- Connect with parent groups outside of Ready Ready to provide information and gather feedback about family needs.
- Serve as a staff representative of Ready Ready in the national Parent Leader Network.

REQUIRED QUALIFICATIONS:

- A commitment to Ready for School, Ready for Life's [Values & Principles](#) and the [Manifesto for Race Equity & Parent Leadership in Early Childhood Systems](#).
- Supports the Ready Ready [Equity Statement](#) and commits to the implementation of the Equity Action Plan.
- Working knowledge of Ready for School, Ready for Life's mission and goals.
- Ability to communicate and build relationships with a diverse group of individuals, including board, committee, and staff members, as well as parent leaders and community partners.
- Ability to work well independently and as a member of a team.
- Experience with community organizing and facilitating groups preferred.
- Strong listening and communication skills, both oral and written.
- Demonstrate an ability to engage parent leaders in discussion and decision-making for the GPLN and other parent groups.
- Basic computer skills. Familiarity with google documents and/or MS Word, as well as, online meeting tools (ex: zoom).
- Ability to work flexible hours, including evenings and weekends, to accommodate community events and meetings.
- Written and oral fluency in Spanish and English. Native Spanish-speakers are highly encouraged to apply.

COMPENSATION:

- Competitive hourly wage based on experience.
- The Parent Liaison role is a part-time position, requiring 20-25 hours per week.
- The position offers paid time off and holiday benefits, as well as retirement contributions following organizational policies.
- Please note that this position does not include health insurance coverage.

At Ready for School, Ready for Life, we highly value professional development and provide opportunities for our staff to enhance and expand their individual skill sets.

Priority Application Deadline: Monday, November 20, 2023