



## **Family Engagement Manager**

### **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 Family Engagement Manager will serve as Ready Ready's lead representative when it comes to engaging and working with parents and families in Guilford County. The role is responsible for developing and implementing strategies to engage families in the work of Ready Ready and consistently advocating for family voice. A major focus of that work will be supporting Ready Ready's GPLN. The GPLN is an integral part of the decision-making structure for Ready Ready. Families who participate are valued consultants, partners, and change agents who work on priorities important to their families, and other families in Guilford County. The goal of the GPLN is to serve as a network of influence and action to advance outcomes for children 0-8 and their families in Guilford County.

The Family Engagement Manager will coordinate GPLN meetings and GPLN member's participation in Ready Ready board, committee, and leadership positions and ensure that GPLN members have what they need to participate fully, especially to identify, develop, and advance opportunities and outcomes. The Family Engagement Manager will also play an important role in the Ready Ready's story collection efforts, and they will serve as the point person for GPLN members. The ideal candidate is someone who loves working directly with families and communities and excels at interpersonal communication, relationship building, and program management.

### **RESPONSIBILITIES:**

#### **Family Engagement**

- Serve as Ready Ready's representative to parents and families across Guilford County and lead family engagement efforts.
- Co-Develop and implement a comprehensive family engagement plan for Ready Ready that includes current engagement and a plan of future engagement that aligns with Ready Ready's overall mission, goals, and objectives.
- Collaborate with Ready Ready staff members to develop and implement family engagement initiatives, leading the project management for multiple parent-led projects.
- Coordinate between the GPLN, Ready Ready staff, and contractors to ensure that parent-led projects and members have the resources they need and are meeting stated goals.
- Build relationships with families and build trust.
- Advocate for family voice in all aspects of Ready Ready's work.
- Collect and analyze data on family engagement to assess effectiveness and make necessary adjustments.

- Recruit, engage, and connect parent leaders across Guilford County that are passionate about outcomes for children 0-8 and their families.
- Stay up-to-date on best practices in family engagement.
- Support Ready Ready's family engagement efforts by supporting events and visits to local communities and by building relationships with parents and families across the county who attend those events.

### **Guilford Parent Leader Network Coordination**

- Serve as the point person for GPLN members as a trusted resource and partner.
- Connect one-on-one and/or organize and facilitate meetings specific to GPLN family leaders to ensure they feel supported and have meaningful engagement and connections, specifically the family leaders serving on the Steering Committee.
- Provide strength-based coaching and support to GPLN parent leaders as needed, including opportunities to advance GPLN members' skills and knowledge with external partners such as Community Organizing and Family Issues (COFI), Board Leadership Academy, and policy advocacy.
- Ensure timely communication occurs with GPLN parent leaders about upcoming meetings. Monitor and track family leader participation to ensure appropriate compensation is provided.
- Organize and facilitate monthly and quarterly meetings with GPLN Members and parent leaders and relevant committees, including the Steering Committee, and other training or GPLN engagement opportunities ensuring appropriate compensation is issued.
- Help GPLN parent leaders engage with decision-makers in key departments at Ready Ready as well as the local government within Guilford County. Collaborate with the Director of Equity and Engagement to ensure the parent leaders are embedded into the fabric of decision-making and advocacy.

### **REQUIRED QUALIFICATIONS:**

- Strong outreach and interpersonal communication skills.
- Excellent written and verbal communication skills.
- Empathy, cultural sensitivity, and a passion for community-driven development.
- Excellent organizational skills, with the ability to manage multiple projects simultaneously.
- High level of comfort with standard office software including Microsoft Office suite, Google Drive, and Zoom.
- Ability to solve problems creatively, and try again (and again) when your first solution doesn't work.
- Ability to work both independently, and collaboratively with diverse partners.
- 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.
- Flexibility and adaptability to work in a dynamic and changing environment.
- Ability to work flexible hours, including evenings and weekends, to accommodate community events and meetings.
- Bachelor's degree in a relevant field (e.g., community development, social work, public administration, urban planning); master's degree preferred.
- Proven experience in community engagement, community organizing, or a similar role.
- Knowledge of community dynamics, challenges, and opportunities in Guilford County.
- Written and oral fluency in Spanish is a plus.

**COMPENSATION:**

- Competitive hourly wage based on experience.
- The Family Engagement Manager is a full-time, benefits eligible position.
- The position offers a competitive salary and benefits package, including 4% retirement contributions, 100% employer-paid health, dental, and vision insurance for employees, and a stipend for telephone and internet, in accordance with organizational policies.

Ready for School, Ready for Life values professional development and offers opportunities for staff to strengthen and further develop their individual skill set.

**Priority Application Deadline: Thursday, November 30, 2023**