



Job Title: Family Engagement Coordinator

Organizational Overview:

Steps to Success Inc. (STS) was founded as a public-private partnership to address the unequal educational outcomes of students living in Brookline's Public Housing. As part of a public/private partnership with the Brookline Housing Authority (BHA) and the Public Schools of Brookline (PSB), STS provides individualized support and comprehensive services to students living in public housing. Starting in grade 3, STS works with students and families so that students not only graduate but thrive educationally in high school, matriculate in college and obtain their college degree, or pursue another post-secondary career path. We have a proven track record in narrowing the opportunity gap between low-income students and their higher-income counterparts in Brookline. www.stepstosuccessbrookline.org

Position Overview:

STS, Inc. seeks a Family Engagement Coordinator (FEC) to design and implement outreach, communications, programs, and events focused on the parents and/or caregivers of Steps to Success students. This is a new - and, therefore, evolving - role that will work under the direction of the Executive Director (ED). There will be an initial focus on families who reside in BHA properties who have children in grades K-2, as well as engagement with families with children K-8 and at Brookline High School. The FEC will work very closely with members of the STS staff, in addition to STS partners. This position requires someone who can help envision, implement, and support an inclusive and committed STS family community.

Specific Position Responsibilities:

- Initial Priority: Outreach and relationship building with parents/caregivers and their STS eligible students in grades K-2
 - This may include:
 - Meeting with families, including home visits, to understand needs and priorities
 - Making site visits and facilitating enrollment for K-2 students in partner programs (including support with paperwork and scholarship applications)
 - Organizing and attending events for K-2 students and/or their parents/caregivers
 - Partnering with consultants or other K-2 specialists engaged by STS
 - Develop and manage additional partnerships (space, programming, funding) related to:
 - After school enrichment opportunities
 - Summer and school vacation programming and camps
 - Social and emotional support
 - General community resources
 - Collect, maintain and analyze data related to K-2 demographics, family needs, programs/partnerships, and outcomes



STEPS TO SUCCESS

- Assist family members with administrative tasks through all Steps programs (such as EEC voucher paperwork for K-5 programs and FAFSA on-line applications as part of the college application process)
- Work closely with the ED to reorganize and facilitate the Parent Council
 - Work with the ED to establish objectives and outcomes for the Parent Council
- Develop and maintain a close working relationship with our primary partners: the Brookline Housing Authority (BHA) and the Public Schools of Brookline (PSB), including all PSB Steps staff and Brookline Early Education Program (BEEP)
- Plan and execute regular engagement events for K-8 families (will grow to include high school), based on assessed needs
- Support organization-wide event planning and execution (particularly through communication with all STS families), including occasional evening/weekend program support as needed.
- Other duties as assigned by the ED

Education and Experience:

- Experience working with students and their parents/caregivers
- Experience working in an organization with multiple partners important
- Experience working in a non-profit or school-based setting preferred
- Bachelor's Degree preferred

Skills and Qualifications:

- A passion for youth development and a belief in STS's mission of educational equity
- Ability to manage multiple priorities and work under tight deadlines
- High comfort level working both independently and collaboratively on projects
- Creativity and flexibility - demonstrated growth mindset and ability to manage ambiguity
- Very strong organizational skills
- Excellent written and verbal communication skills, as well as computer literacy skills
- Demonstrated detail management and follow-through
- Knowledge of Brookline a plus
- Sense of humor is a plus!

Compensation:

- Commensurate with experience (\$52,000 - \$58,000)

Steps to Success does not discriminate with regard to race, color, origin, gender, political affiliation, disability, sexual orientation, or religion.

To Apply:

Please apply by sending a thoughtfully worded cover letter and resume to the Step to Success, Inc. offices at sts@stepstosuccessbrookline.org.

Incomplete applications will not be considered.