



Family Programs Coordinator Job Posting

Overview

Reporting to the Director of Operations and Preschool Programs, Charlotte Bilingual Preschool's (CltBP) Family Programs Coordinator ensures that CltBP prepares Spanish-speaking children for success in school and life by providing a superior dual language education in strong partnership with their families. The Family Programs Coordinator creates a welcoming environment and ensure the Family Programs offer a range of high-quality, culturally appropriate, responsive programs, services, and resources that provide families with the knowledge and skills to advocate for, sustain, nurture, and promote their children's educational and emotional development. The Family Programs Coordinator engages with, supports, and involves parents in the school and larger community by working with the Director of Operations and Preschool Programs, the Preschool Program Coordinator, Preschool Program staff, Family Programs staff, the Family Association, community groups, and the Preschool's Advisory Council.

Principal Duties and Responsibilities

Duties and responsibilities may include, but are not limited to the following:

- Assist in recruiting and hiring, and directly train, lead, develop, motivate, and supervise qualified Family Programs staff in alignment with CltBP and ParentChild+ (PC+) program requirements.
- Provide input into and implement the Family Programs short-term and long-range plans, including the design and implementation of a topically-integrated and differentiated menu of programs and opportunities for families (classes, workshops, Cafés, mentoring partnerships, events, online activities, and volunteering opportunities) delivered by CltBP staff and community partners to meet families' goals and needs.
- Ensure Family Programs reflect innovation based on research, national and local trends, and on observations gained through participation in professional associations, conferences, literature reviews, and community meetings.
- Ensure families develop their own goals to increase their capacity to support their children's education inside of school and at home, and provide them with the resources and referrals for additional services in conjunction with regular programs delivered by CltBP.
- Ensure sustained, optimal family engagement and family participation in Family Programs and activities.
- Maintain liaisons with appropriate school district staff, other early childhood programs, and community organizations to ensure wide knowledge of available resources and facilitate families' connections with outside community.
- Prepare and maintain records, reports, and /or test data on participating children and families.
- Serve on the Board's Program Committee Family Programs Subcommittee.
- Other duties as assigned.

Qualifications

- BA/BS in Early Childhood Education, Social Work, or closely related discipline required and 2 years of experience in community work in an area related to the duties described above. A combination of equivalent experience and an AA degree and 4 years of experience in community work in an area related to the duties described above may be substituted for the education requirement with the approval of the national PC+ office.
- Experience in home visiting and working with young children and families in the community.
- Experience working with economically marginalized families of diverse ethnic, language, and cultural backgrounds. Ability to relate sensitively to families with young children and an expressed interest in early literacy.
- Experience supervising staff.
- Familiarity with MS Office and various business software.

- Familiarity with Outcome and Indicator Reporting.
- Experience in a multicultural environment.
- Bilingual, bicultural in oral and written communication in Spanish and English required.
- Familiarity with Charlotte-Mecklenburg Public School System.
- Experience facilitating workshops.
- Conflict resolution and mediation skills.
- Position requires flexible work hours to meet family needs, including early mornings, evenings, and weekends. The position may also require occasional assignment to different work sites.

To apply: Send your resume and cover letter to Mercy Star at mercy@bilingualpreschool.org with the subject line "Family Programs Coordinator Application."

Charlotte Bilingual Preschool is an Equal Opportunity Employer. The Preschool considers applicants for all positions without regard to race, color, religion, national origin, gender, age, marital status, disability, veteran status, sexual orientation, genetic information or any other characteristic protected by applicable city, state or federal law.