

**POSITION DESCRIPTION****FUNCTION & LOCATION****REPORTS TO****STATUS****CLOSING DATE****Family-School Partnership Project Coordinator****Field Operations, Colorado****Director of Family and Volunteer Engagement****Contractor, 75 hours/month****July 31, 2020****We are Hiring!**

Do you want to make an impact on the lives of kids, schools, families, and communities? Do you dream of being in a job that enables you to truly collaborate with others to implement change and make a difference? Action for Healthy Kids (AFHK) is seeking a Spanish-speaking professional with community-organizing experience who is organized, enthusiastic, and motivated to serve as a part-time Family-School Partnership Project Coordinator in Colorado for a pilot project working with families and school staff in three schools throughout the state.

**The Project**

Action for Healthy Kids (AFHK) and the Colorado Department of Education (CDE) Office of Family-School Partnerships are launching a two-year pilot project to work with three Colorado schools in underserved communities to build the capacity of families and staff to co-create meaningful and effective family-school-community partnerships to advance children's physical and social emotional health, learning, and academic success. The project will focus on building respectful and trusting relationships between families and schools through a series of nine facilitated meetings at each of the three schools.

The meeting series will be jointly developed by AFHK and CDE during the first six months of the project. Meetings will be designed to: a) build the capacity of both families and school staff to work together positively; b) build awareness around school health issues; c) support families and staff to identify school health priorities and strategies for their community; d) create and implement action plans related to social emotional health and/or physical activity. AFHK expects to work directly with 15-40 family members and staff at each school to participate in the meetings and implement the selected strategies, which will impact the broader school community. The pilot project will last 24 months from July 2020 to June 2022.

**You**

The Family-School Partnership Project Coordinator will have primary responsibility to lead the project, build trusting relationships and convene staff and families in each school community, provide technical assistance to project teams, and serve as a liaison between the schools, AFHK, and CDE. The position is a part-time, contracted position, working an **average of 75 hours per month** through June 30, 2022.

**Us**

Action for Healthy Kids is a national non-profit organization, raising the bar on the health of the whole child to extraordinary levels across the country. We partner with families, school professionals and community leaders to create healthier schools and healthier families. We are committed to impacting holistic changes with a focus on serving students from under-resourced communities. Action for Healthy Kids is an equal opportunity employer. We celebrate diversity across multiple and intersectional dimensions, including but not limited to race, ethnicity, socio-economic background, sexual orientation, religious beliefs, gender identity, disability status, and age and are committed to creating an inclusive and welcoming environment for all employees.

**Job Responsibilities**

- Assist with the development of family-school meeting series, social emotional learning and physical activity strategy options, and tracking and evaluation tools.
- Support the recruitment and selection of participant schools based on target demographics, regional diversity, school readiness, and district/community connections.
- Work with school leaders and community partners in selected schools to develop their implementation plan and recruit and train an influential family leader to serve as a local family connector.

- Plan, coordinate and facilitate 9+ meetings at each school and provide ongoing assistance (via phone, video-conference or email) to family connectors and school partnership teams between meetings to ensure full support of the project goals.
- Evaluate and report on the successes, challenges and strategic opportunities of the program by administering surveys, conducting interviews, analyzing data, maintaining records of activities and contacts, sharing success stories, and writing project reports that detail outcomes.
- Serve as a liaison between schools, CDE, and AFHK staff.
- Represent AFHK and promote AFHK mission, goals, and programs in work throughout state.

### **Job Requirements**

- Passion, ability and experience building strong, collaborative relationships between groups with different perspectives and experiences.
- Bilingual in Spanish and English with strong communication skills.
- Experience working with school communities and school systems.
- Ability to work independently with minimal day-to-day supervision, careful attention to detail, and efficient prioritization of tasks, deadlines, and time.
- Regular travel within the state to three different school communities (note: activities are likely to include both in-person and virtual meetings, dependent on school and public health recommendations).
- Flexibility to adapt to changing conditions and adjust project activities as needed to meet public health and school guidelines.
- Commitment to goals, vision, and values of AFHK.

### **Ideal Candidate:**

- 3+ years of experience working as a community organizer or project coordinator, convening community members and uniting people to solve problems in a collaborative fashion.
- Bachelor's Degree in relevant discipline (e. g., public health, education, social work, health promotion) or strong relevant experience in health, education, community organizing and/or project coordination
- Skilled meeting leader, trainer, and facilitator.
- Experience working and/or living in underserved and marginalized communities.
- Experience supporting immigrant families, with an emphasis on Latinx communities.
- Knowledge and experience working on family, school and community health issues.
- Strong bi-lingual writing skills preferred (English and Spanish).
- Experience using Microsoft Office, video-conferencing platforms such as Zoom, and cloud database such as Salesforce a plus

Candidates with experience working in underserved communities are strongly encouraged to apply.

**Monthly Salary Range:** \$1,875-2,475 commensurate with experience

**Location:** Primary location will be your home office, with some travel (if allowed) and/or virtual visits to partner schools. Ideal location is a centrally located community in Colorado.

Are you passionate to activate a movement for healthier schools where every child is happy, healthy, active, and ready to learn? If you are an action-oriented, solution focused individual, then AFHK is for you!

**To apply, please submit a resume to [careers@actionforhealthykids.org](mailto:careers@actionforhealthykids.org) by Friday, July 31, 2020, with the Subject Line: Family-School Partnership Project Coordinator.**

**AFHK Values:** Hungry for Change ♥ Think Big ♥ Flexible ♥ Caring ♥ Collaborative ♥ Work Hard, Play Hard

[ActionforHealthyKids.org](http://ActionforHealthyKids.org)