



## WE ARE HIRING!

Do you want to make an impact on kids, families, schools, and communities? Do you dream of a job that enables true collaboration with others to implement change and make a difference? Action for Healthy Kids (AFHK) is seeking an individual to join our team as **Family Engagement Manager**.

### What Makes You and AFHK a Great Fit

- You believe that family-school partnerships are key to kids' health and education.
- You value every parent/caregiver's lived experience and voice.
- You are passionate about meaningful family engagement especially in underserved communities.
- You are deeply committed to diversity, equity, and inclusion.
- You prioritize relationships and understand that trust is critical for healthy relationships.

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### POSITION DESCRIPTION

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<b>TITLE</b>	<b>Manager, Family Engagement</b>
<b>FUNCTION</b>	<b>Program and Field Department</b>
<b>LOCATION</b>	<b>Chicago, IL or Remote</b>
<b>REPORTS TO</b>	<b>Director, Program and Field</b>
<b>STATUS</b>	<b>1.0 FTE, Exempt</b>
<b>SALARY RANGE</b>	<b>\$60,000-\$64,000</b>
<b>POSTING DATE</b>	<b>May 10, 2022</b>
<b>APPLICATION DUE DATE</b>	<b>May 31, 2022</b>
<b>SEND APPLICATION TO:</b>	<a href="mailto:cburgeson@actionforhealthykids.org">cburgeson@actionforhealthykids.org</a>

The Family Engagement Manager is responsible for providing expertise, leadership, and management for family engagement at the school district level with policies and systems and school level with family-school partnerships. Family engagement is a key element of the Action for Healthy Kids (AFHK) program model which is designed to develop kids who are healthy in body and mind through the program areas of food access and nutrition (*NourishEd*), physical activity and play (*EnergizEd*), and social-emotional health and risk behavior prevention (*ConnectEd*). This position reports to the Program and Field Director.

### Key Responsibilities

1. Provide expertise, leadership, and management to execute AFHK family engagement programming and plan for growth and sustainability.
2. Create and curate content for family engagement resources, professional learning opportunities, and technical assistance for district and school leaders and staff and parents/caregivers. Ensure that content and implementation strategies fully address equity, diversity, and inclusion.
3. Collaborate with evaluation staff on family engagement objectives/outcomes, measurement tools, and quantitative and qualitative data collection and application.
4. Manage recruitment, hiring, onboarding, communication, and reporting of family engagement field staff.
5. Supervise, coach, and support day-to-day operations of family engagement field staff and help them to grow their leadership, facilitation, and training skills for use with parents/caregivers, district and school staff, and community partners in their assigned school district(s).

6. Provide family engagement technical assistance to national staff, field staff, and district and school partners.
7. Manage day-to-day operations of AFHK's family engagement work. Facilitate understanding, buy-in, and collaboration for family engagement and family-school partnerships with national and field staff.
8. Coordinate and collaborate with the Finance and Administration Department and Development, Marketing and Communications Department. Participate on AFHK matrix teams.
9. Identify fund development prospects, participate in donor cultivation, and support proposal development related to family engagement.
10. Represent AFHK externally at meetings and conferences, serving as a key spokesperson to current and prospective supporters, partners, funders, and other interested parties.
11. Other duties as assigned.

### **Education/Experience/Qualifications**

- Strong understanding of family engagement and family-school partnership principles and best practices
- Strong understanding of and commitment to equity, diversity and inclusion principles and best practices
- Experience with family engagement and family-school partnerships in underserved communities
- Experience managing community-based family engagement staff and/or volunteers
- A keen interest in professional growth to become an expert in family engagement and family-school partnerships

### **Key Competencies**

- Excellent verbal and written communication skills
- Strong interpersonal skills and ability to build authentic relationships with others
- Strong leadership, management, facilitation, organizational, and customer service skills
- Strong analytical and problem-solving skills
- Strong time management skills with proven ability to prioritize, delegate when appropriate, and meet deadlines
- Ability to coach and direct co-workers, contractors, and teams
- Proficient with Microsoft Office Suite, SharePoint, Asana, and Salesforce

**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. AFHK mobilizes school professionals, families, and communities to take actions that lead to healthier children. We partner with dedicated volunteers—teachers, students, moms, dads, school wellness experts and more—from within the ranks of our 140,000+ constituency to create healthy environments for kids. We are committed to impacting holistic changes with a focus on serving students from underserved communities. Our new, exciting strategic plan will guide our work over the next ten years as our small but mighty team tackles some of the most important issues facing our kids. Please visit us at [www.ActionforHealthyKids.org](http://www.ActionforHealthyKids.org).

Action for Healthy Kids is an equal opportunity employer.

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