



United Way  
of Yellowstone County

## UNITED WAY OF YELLOWSTONE COUNTY JOB DESCRIPTION

**Job Title:** *Family Engagement Coordinator, Best Beginnings*

**Reports To:** Director of Impact

**FLSA Status:** Exempt, Full Time

**Time Frame:** This is an eight month position, May-December 2019, funded by a contract with Montana DPHHS Early Childhood Services Bureau (ECSB). Continuation of the position beyond eight months is dependent on future funding proposals.

### POSITION OVERVIEW

The Family Engagement Coordinator for Best Beginnings will enhance the family engagement work of the Best Beginnings Council in Yellowstone County and assist the Montana Early Childhood Services Bureau with their work to strengthen Montana's Early childhood system. The Family Engagement Coordinator works closely with other United Way of Yellowstone County Impact staff assigned to Best Beginnings:

- Director of Impact, Kristin Lundgren: Best Beginnings Council Director
- Education Impact Coordinator, Amity Malberg: Bright By Text and Kindergarten Transition
- Impact Analyst, Dean Wells: Best Beginnings assessment and evaluation

### KEY RESPONSIBILITIES

#### **Support Coordination of Best Beginnings Council**

Work as team member with the BB Director, the Bright By Text Coordinator, and the Impact Analyst to staff the Best Beginnings Council in Yellowstone County. Specifically, the Family Engagement Coordinator will:

1. Attend all Best Beginnings Leadership and Work Group meetings. Provide staff leadership to Parent Connect and other groups as determined necessary.
2. Be responsible for these communication tasks: leadership agendas and minutes, maintaining Best Beginnings membership list, updating the web page and social media, sharing announcements with members.
3. Assist with annual Celebrate & Connect event coordination, promotion, set up, and follow up.
4. Establish and maintains a relationship of trust and rapport with all community partners, stakeholders and families.
5. Assist Impact Analyst with assessment and evaluation tasks as needed.
6. Assist Best Beginnings Director with funding proposals when appropriate.
7. Stay current on early childhood and family engagement research.

#### **Liaison With Montana Early Childhood Services Bureau (ECSB) Strengthening Montana's Early Childhood System Project**

8. Participate in ECSB process to finalize definition of family engagement
9. Attend all ECSB-required training and workshops

10. Collaborate with Best Beginnings Director to connect initiatives of the Strengthening Montana's Early Childhood System Project at the local level

### **Build Local Capacity for Family Engagement**

11. Create a plan with the Best Beginnings staff, Leadership Team, and Work Groups (see attached STRUCTURE) to enhance the following **family engagement practices**:
  - a. Existing Best Beginnings Council work: Parent Connect, Bright By Text, Pathway to Kindergarten, Read to Me Daddy, Perinatal Substance
  - b. Ensure the following ECSB priorities are addressed through existing work groups or create other structures as needed:
    - i. Use local education agencies to improve transitions to kindergarten
    - ii. ASQ-SE screening and related referrals/information sharing across the early childhood system
    - iii. Other referral/transition work within the early childhood system (child welfare, early intervention, child care subsidies, etc.)
    - iv. ECE, health, and family support providers to adopt family engagement standard practices
    - v. Training to coalition members and/or program staff on best strategies for engaging parents in decisions about their children
12. Coordinate implementation of the Family Engagement plan, along with other BB leaders and staff (division of duties, timelines, milestones determined in planning process).

### **Build Local Capacity for High Quality Early Care and Education (ECE)**

13. Create a plan with the Best Beginnings staff, Leadership Team, and Work Groups (see attached STRUCTURE) to enhance early childhood system professional development and organizational capacity.
  - a. Support Montana ECSB efforts to implement of preschool program standards
  - b. Help Montana ECSB define coaching competencies and certification
14. Coordinate implementation of the Professional Development and Organizational Capacity plan, along with other BB leaders and staff (division of duties, timelines, milestones determined in planning process).
15. Create a plan with the Best Beginnings staff, Leadership Team, and Work Groups (see attached STRUCTURE) to improve early childhood care and education quality and reach. Ensure the following ECSB priorities are addressed:
  - a. Address ECSB needs assessment findings related to Early Childhood Education (ECE) quality and reach/access
  - b. Support ECSB and work to improve school readiness.
  - c. Support ECSB work related to targeted ECE provider learning communities
  - d. Promote effective community support for families by coordinating and advocating for services with community partnership agencies.



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16. Coordinate implementation of the ECE Quality and Reach Plan, along with other BB leaders and staff (division of duties, timelines, milestones determined in planning process).

### **Other Functions:**

- Serve as a United Way of Yellowstone County ambassador at all times by communicating the mission and vision of United Way.
- Support and abide by agency policies, procedures and philosophies.
- Represent United Way at community meetings and functions as directed by the Director of Impact.

### **Job Requirements**

- Bachelor's Degree in related field such as Early Childhood Development, Social Work, Public Health, Education.
- Experience working with nonprofit organizations, early education, and parenting programs.
- Knowledge of community capacity, mobilization, and commitment to improving outcomes for low-income families and disadvantaged children.
- Knowledge of challenges and barriers faced by low-income families.

### **Knowledge**

- Comprehensive understanding of early child development and developmentally appropriate practices in early childhood education
- Trauma-Informed approaches
- Family engagement research and best practices
- Collective Impact or other collaboration/complex problem-solving methods
- State and federal policies and procedures pertaining to child abuse and neglect.

### **Skills:**

- Community mobilization
- Simplification of complex information
- Excellent Verbal, Electronic, and Written Communication
- Follow-through
- Relationship Building
- Computer literacy
- Multi-tasking

### **Abilities**

- Collaborative team player
- Strategic thinker
- Patient
- Willing to learn
- Flexible
- Ability to prioritize
- Takes initiative
- Problem solver
- Able to work with diverse backgrounds, economic and cultural differences
- Able to maintain confidentiality



**PHYSICAL DEMANDS:** The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

I, \_\_\_\_\_, have read and understand this job description and have been provided with a copy. I understand that satisfactory performance of these duties is a condition of my employment and that my performance will be reviewed periodically. I understand that this job description is not a contract for employment and does not alter the “at will” employment status of my position.

Signature: ***Family Engagement Coordinator – Best Beginnings***

\_\_\_\_\_ Date \_\_\_\_\_

President, CEO Signature:

\_\_\_\_\_ Date \_\_\_\_\_

Director of Impact Signature:

\_\_\_\_\_ Date \_\_\_\_\_