



SUPPORT FOR FAMILIES

EDUCATION • EMPOWERMENT • EQUITY

Job Description

Position: Education and Parent Mentor Coordinator (Spanish/English)

Position Description

The Education and Parent Mentor Coordinator is a full-time position that works under the direction of the K-12 Transition Education Manager providing resources to family members and professionals to support children with disabilities and special health care needs. Education Coordinators are the first point of contact for traditionally underserved families, going out into the community creating outreach events and community programming. Education Coordinators play a vital role educating care givers and professionals about policies, laws, trainings, and other opportunities which help to better support children with disabilities and their families. Education Coordinators must be comfortable with public speaking, building relationships with community partners, providing trainings and working with diverse populations in English and either Spanish or Cantonese.

Role Responsibilities

- Collaborate across Support for Families to design and deliver trainings as outlined in FEC, SAE, Family Support, CPRC/PTI Grants; update trainings to reflect developments in the field and identify opportunities for program growth and development
- Facilitate Parent Mentor matches, including periodic communications and follow-up
- Assist Parent Mentors by providing Family Resource Specialist support--connecting them to services for their child (Parent Mentors may also be assigned to other family support staff as appropriate)
- Coordinate parent mentor trainings and parent panels
- Write quarterly articles for the Support for Families Newsletter
- Lead 2 Spanish language parent support groups
- Create and implement a community outreach plan to meet outreach deliverables are met and attendance goals are reached for trainings
- Create and maintain an up-to-date system of Community Based Organizations (CBO), participate in community events, maintain satellite sites, and create outreach material
- Create and review presentations, flyers, and outreach material in English and Chinese or Spanish
- Ensure training evaluations are collected and grant targets are met with regards to evaluation responses
- Proactively address program challenges that arise

- Participate and contribute in all-staff meetings, team collaboration meetings and professional development activities connected to this role
- Provide families with linkages to SFCD services
- Input data to salesforce, and work with the Data Director to streamline Salesforce functionality in facilitating Parent Mentor matches
- Perform other related duties as assigned or requested

Application Instructions

Email resume and cover letter to jobs at supportforfamilies.com

At **Support Families of Children with Disabilities** we celebrate diversity, are committed to creating an inclusive environment for all our employees, and encourage diverse applicants to apply.

Support Families of Children with Disabilities does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity or expression), national origin, citizenship status, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or any other category protected by law.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment-qualified applicants with arrest and conviction records.

Support for Families of Children with Disabilities is an Equal Opportunity Employer

Job Type: Full-time 40 hours a week

Salary: \$25.00 - \$28.00 per hour, based on experience and education

Benefits:

- Dental insurance
- Flexible schedule
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 8-hour shift, hybrid (currently 2 days a week in the office and 3 days a week remote)

COVID-19 considerations:

All employees are required to be vaccinated. Until further notice, masks are required to be worn in the office outside of private workspaces if multiple people are in the office.

Ability to commute/relocate:

- San Francisco, CA 94103: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Microsoft Office Suite including PowerPoint: 2 years (Preferred)

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