

Family Advocate (Boston)

PROGRAM OVERVIEW

Smart from the Start (Smart) is seeking a Family Advocate for children and families in our Boston neighborhoods. Smart from the Start (“Smart”) is a family support, community engagement and school readiness initiative that has as its mission to promote the healthy development of young children and families living in underserved communities. Smart empowers families and communities with the tools, resources and support they need to thrive.

JOB RESPONSIBILITIES

This position will report to the Sr. Coordinator/Program Manager and will provide advocacy and programming to families in the Boston area. The Family Advocate will work to:

- Promote healthy parenting and knowledge of child development among our parent/caregiver population;
- Provide on and off-site advocacy and support to “Smart” enrolled families;
- Provide training to parents, and/or staff on individual advocacy issues;
- Provide targeted advocacy for special populations (teen parents, grandparents, etc.);
- Facilitate parenting support and education groups;
- Teach/model advocacy skills for staff and parents/caregivers;
- Engage and partner with other agencies to provide new avenues for collaboration in support of families;
- Plan and participate in program-wide special events;
- Keep records and report as directed;
- Develop and maintain relationships with partner agencies;
- Collect and maintain necessary information and documentation to support program evaluation in coordination with SMART staff and program evaluators; and
- Other duties as deemed appropriate by the supervisor.

PREFERRED QUALIFICATIONS/REQUIREMENTS

Bachelor’s or Associate Degree in Social Services, and a minimum of 5+ years professional work experience required. Significant work experience with culturally diverse families and ethnically and economically diverse communities. Ability to develop strong working relationships with others (individuals, families, co-workers, and community agencies). Knowledge of and familiarity with Boston neighborhoods, community organizations, and schools. Superb written and oral communication skills. Ability to lead others, work independently, and work as part of a team .Fluency in Spanish or Haitian Creole is strongly preferred.

This position will report to the Smart from the Start Program Manager.

Hours: Full time (40 hrs/wk), possibly some evenings and weekends

Compensation: Starting salary is commensurate with experience; Full time (40 hrs/wk), some evenings and weekends required.

Equal Opportunity Employer.

APPLICATIONS

Applications will be reviewed as received and hiring decisions may be made prior to the application deadline. Applications will not be read without:

- A cover letter describing your interest, qualifications and where you learned of the position;
- A resume; and
- Salary history.

Job Type: Full-time

If interested, please send your updated resume and cover letter to:

Denise@smartfromthestart.org or Rosie@smartfromthestart.org or call 857-308-3000 for more information