

Father's Program Facilitator (Boston) - Spanish Speaking

PROGRAM OVERVIEW

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.

Smart aims to:

- Promote the physical, emotional and developmental health of young children;
- To provide place-based, trauma-informed, and culturally reflective programs and services to promote physical and mental-health wellness of families and optimal life skills mastery;
- To provide educational and employment opportunities for families to promote self-sufficiency and financial stability;
- Expand and strengthen early learning opportunities for young children;
- Promote parents’ role as their children’s first teacher;
- Provide family stabilization services and supports to underserved families; and
- Build neighborhood will, understanding and capacity to help create environments conducive to healthy development.

Smart offers a comprehensive, coordinated set of programs and services for families with young children to support healthy development, including parent-child early education programs, parenting education and family support, adult education, crisis intervention, referrals to vital services, fun and educational programs for caregivers and children, together, in addition to programming geared toward nurturing a community-wide focus on school readiness.

JOB RESPONSIBILITIES

The Program Facilitator will work with the Program Coordinator, and team by:

- Developing and manage outreach strategies in partnership with staff to increase family participation in services;
- Lead outreach efforts in and around the community;
- Maintaining steady interest and enrollment in programming and increase family participation;
- Managing program equipment, inventory and supplies for site-specific Smart from the Start related programs;
- Collecting and maintaining necessary information and documentation to support program evaluation in coordination with Smart from the Start staff and program evaluators;
- Participating in site-specific and Smart from the Start staff meetings and trainings as necessary;
- Representing Smart from the Start at various community meetings and events

PREFERRED QUALIFICATIONS/REQUIREMENTS

Associates or Bachelor’s Degree preferred. 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; Solid written and oral communication skills; Ability to lead others, work independently, and work as part of a team. Fluency in Spanish/Haitian Creole, required. This position will report to the Smart from the Start Program Manager.

Hours: Part-time, including some evenings and weekends, with potential to become full-time.

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: Part-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