

# Program Coordinator (Boston)

## 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.

## POSITION DESCRIPTION

A Smart from the Start Program Coordinator is responsible for the coordination and facilitation of Smart from the Start site-based programming, at a Smart from the Start program site. Coordinators work closely with senior staff, partners and family leaders to develop and fine tune programming, while engaging and retaining families in programming by providing support, education and guidance.

Other responsibilities include developing and maintaining strong working relationships with agencies and stakeholders. Coordinators are also responsible for filing and keeping track of paperwork and documentation as required, to ensure credible program evaluation and continuous quality improvement.

## JOB RESPONSIBILITIES

The ideal candidate will possess the skills and expertise of a Community Organizer/Convener, as well as those of a Family Support Specialist. He/she will be familiar with the resources, populations, strengths and challenges of the Boston neighborhoods. The Program Coordinator will work with the Smart Team, families and partners by:

- Participating in the ongoing development of services by nurturing relationships and engagement in the local community;
- Developing and managing outreach strategies to increase family participation in programming and services;

- Maintaining steady interest and enrollment in programming;
- Directly providing support services to children and families;
- Becoming thoroughly knowledgeable about vital services in the community and assisting families by providing referrals to community resources;
- Maintaining collaborative relationships with partner agencies;
- Managing program equipment, inventory and supplies for site-specific Smart from the Start programs;
- Collecting and maintaining necessary documentation to support program evaluation in coordination with Smart staff and program evaluators;
- Participating in site-specific and cross-site meetings and trainings as necessary;
- Representing Smart from the Start at various community meetings and events;
- Working with residents, local providers and Smart staff to develop and provide events to engage the larger community in school readiness skill awareness and activities; and
- Other duties as deemed appropriate.

## **PREFERRED QUALIFICATIONS/REQUIREMENTS**

The ideal candidate will possess the skills and expertise of an early childhood educator as well as those of a family support specialist; Knowledge of and familiarity with the resources, populations, organizations, schools, strengths and challenges of Boston neighborhoods necessary. A Bachelor's degree as well as a minimum of 5+ years professional work experience required. Significant work experience with culturally diverse and economically disadvantaged communities; Ability to develop strong working relationships with others (individuals, families, co-workers, and community agencies); Superb written and oral communication skills; Ability to lead others, work independently, and work as part of a team; Basic computer literacy and data entry skills, necessary. Passion for and dedication to the children, families, and communities is absolutely essential. Fluency in Spanish or Haitian Creole is strongly preferred.

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

Hours: Full-time, possibly including some evenings and weekends

Compensation: Starting salary is commensurate with experience.

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](mailto:Denise@smartfromthestart.org) or [Rosie@smartfromthestart.org](mailto:Rosie@smartfromthestart.org) or call 857-308-3000 for more information