

# Program Facilitator (DC)

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. 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.

Job Type: Part-time

Work Remotely

- No

COVID-19 Precaution(s):

- Remote interview process
- Personal protective equipment provided or required
- Temperature screenings
- Social distancing guidelines in place
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place

Job Type: Part-time