Position Title: Family Engagement Coordinator

Organization: Stamford Public Education Foundation, (SPEF)

Location: Virtual, with some office time (Stamford, CT)

Assignment: Fulltime

Hours: Monday – Friday (some weekends)

Compensation: Based on experience and expertise

Reporting to: Manager, Family Engagement

About SPEF

Founded in 1996, the Stamford Public Education Foundation (SPEF) is a registered 501(c)3 non-profit organization focused on delivering educational programs and resources that elevate student, educator, and parent success by bridging the gap between needs in the Stamford Public Schools and resources in our community.

In pursuit of its mission, SPEF focuses on delivering programs and resources in four areas:

- College and Career Readiness
- Enrichment
- Family Engagement
- Kindergarten Readiness

With help from over 500 volunteers, during the 2019-2020 school year, SPEF provided educational programming to all 21 of Stamford’s public schools. It mentored over 900 students, provided over 16,000 hours of tutoring, and distributed over 5,000 new books. As the district transitioned to distance learning during the pandemic, SPEF transitioned to providing tutoring remotely and supported meal giveaways for all Stamford Public Schools students who were interested in receiving free meals, helping distribute over 400,000 free meals.

Position Summary

The Family Engagement Coordinator will work as a part of the SPEF Programs Team to support a significant outreach effort for Stamford Public School (SPS) family engagement. The SPEF Family Engagement Team will work alongside the SPEF Here-to-Help Team to execute an
outreach plan to reengage any family/student who has exhibited chronic absenteeism and/or disengagement from distance learning instruction. The Family Engagement Coordinator will also support SPEF’s role as an information hub for families seeking information or resources related to the complications arising from distance learning or the hybrid attendance model. The Family Engagement Coordinator will monitor a phone and text hotline to offer SPS families an information hub for individual questions and/or concerns related to family’s childcare needs and distance learning. The Family Engagement Coordinator will be assigned various responsibilities to engage and conduct outreach to individual families to reengage disengaged youth.

**Responsibilities**

- Receive individual assignments from SPEF’s Senior Program Coordinator
- Facilitate in-kind SPS and community agency support to families based on individual needs
- Monitor SPEF phone/text hotline and respond to inquiries
- Coordinate support with schools through a building-level liaison
- Track individual service requests and completion of assignments in order to provide stakeholders timely and consistent reports

**Qualifications and Experience**

- Bilingual: English/ Spanish, written/oral (Preferred)
- Bachelor’s Degree or relevant work experience
- Experience with community organizing/ family engagement
- Strong presentation skills
- Dynamic personality with an ability and willingness to collaborate with partners
- Passion for supporting disengaged youth and underrepresented populations of the community
- Strong organization skills
- Self-starter, ability to work independently

**How to apply**

Apply today by emailing your cover letter and resume to employment@spefct.org.

**Disclaimer**

SPEF is an equal opportunity employer, in compliance with state and federal statutes, we prohibit any form of unlawful harassment based on race, color, religion, sex, national origin, age, disability, status as a veteran, or status in any group protected by state or local law where we operate.