



Position Title: Program Coordinator, Family Engagement

Organization: Stamford Public Education Foundation (SPEF)

Location: Stamford, CT

Assignment: Hybrid, some in-person weekend and evening availability required

Classification: Full-time, Exempt (not eligible for overtime pay). 35 hours per week.

Annual Salary: \$45,000.00

Reporting to: Program 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 & resources in four areas:

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

With help from hundreds of volunteers, SPEF provides educational programming to all 21 of Stamford's public schools, including tutoring, mentoring, book distributions, parent leadership training, Pre-K experiences, and more.

SPEF Belief Statements

We believe all students have the right to benefit equally from a quality public education.

We believe SPEF has a responsibility to eliminate barriers that hinder students' success.

We believe SPEF has strategic relationships and unique insight to support students in their pursuit of happiness.

Vision

We envision a community in which every student is prepared and inspired to thrive.

Mission

Our mission is to elevate student success by delivering educational programs and solutions that promote equitable access to quality public education in Stamford.

DEI Value Statement/Employee Value Proposition

The Stamford Public Education Foundation is committed to policies and procedures that further promote diversity, equity, and inclusion in all facets of its operations. The commitment to diversity, equity, and inclusion is an acknowledgment that our organization's success is linked to obtaining



equitable representation at all levels of the organization and that our mission's success is only achieved through continuous investments in diversity, equity, and inclusion.

Program Overview

SPEF's Here-to-Help Program is working alongside the Stamford Public Schools district to connect with students and their families to discover their needs — and link them with the best solution provider. We reach out to individual families using our dedicated phone and text hotline, staffed with multilingual personnel. By collaborating with a SPEF Program Coordinator, parents will share their issues, concerns, and needs for each of their students. SPEF will uncover and document these needs, such as technology assistance (Parent Portal/PowerSchool, Google Classroom), transportation, communication with a child's school, childcare support, healthcare, tutoring, and much more.

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 Family Engagement Coordinator 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 school. The Family Engagement Coordinator will also support SPEF's role as an information hub for families seeking information or resources in the schools and community.

General Responsibilities

- Receive individual assignments from SPEF's Manager of Family Engagement
- 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 with timely and consistent reports
- Attend in-person events as needed
- Other duties as assigned

Qualifications and Experience

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

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.