Location/Organization: Supporting Families Together Association- Madison, WI

Mission: We support and promote quality care, family resources and community education to enrich the lives of children, families, and caregivers.

Vision: We envision an environment where all children have the opportunity to reach their highest potential.

Purpose: To build and support an effective association of family support and child care systems which bring quality, strength-based services to all WI communities.

Position – Family Engagement Specialist
100% FTE
Start Date: Flexible, Posting Open Until Filled

The Family Engagement Specialist will implement evidence-based strategies to achieve the following:

- Increased number of referrals to quality early care and education programs among families enrolled in WI Shares.
- Increased number of programs earning the YoungStar points related to family engagement and child abuse and neglect prevention.
- Expansion of the use of high quality practices, models and resources to support families in using the same evidence-based child guidance and early learning strategies used in care, at home.

Key Qualifications

1. Minimum of a Bachelor’s degree in Human Development, Human Services, Family Studies or a related field. Master’s degree in a related field highly valued.
2. Minimum of 2 years’ experience in family support or a related field is required. Experience in outreach and/or the nonprofit sector preferred.
3. Experience in implementing evidence-based family support models and/or delivering evidence-based parent education or home visiting programs. Training in and/or experience with Parents as Teachers, Healthy Families America or Early Head Start Home Visiting is preferred.
4. Excellent communication skills, both verbal and written. Bilingual capacities highly valued.
5. Excellent interpersonal skills, including the ability to show discretion and judgment in working with various stakeholders and act in the best interest of the organization and its members.
6. Ability to work with direction and work independently, as appropriate.
7. Self-starter with a strong work ethic, great attention to detail and excellent follow through.
8. Ability to manage and prioritize competing demands to meet shifting timelines and priorities in a team-based, collaborative environment.
9. Proficient in Microsoft programs, basic office technology, and ability to learn other software tools.
10. Comfortable in a highly productive, fast-paced, multi-project office environment.
11. Ability to lift 40 pounds and sit for 6 to 8 hours.
12. Must possess a valid Wisconsin Driver’s License and have the ability to travel and stay overnight and work some evenings and/or weekends.

**Primary Responsibilities & Outcomes**

*Connecting Families to Quality Early Care and Education (20%)*

- Increase the number of child care referrals made to families enrolled in WI Shares by designing and implementing plans that are socially and culturally relevant to families of lower socioeconomic status.
- Ensure that YoungStar information is effectively embedded into referral processes and family-focused technical assistance, as evidenced by quality assurance processes and measures.
- Support the professional development of referral specialists to ensure evidence-based content and strategies are consistently utilized when providing referrals and technical assistance and to promote the use of parallel child guidance strategies in home and in care.

*Supporting Family Engagement in Early Care and Education (30%)*

- Increase the number of early care and education programs that earn the YoungStar points related to family engagement and child abuse and neglect prevention by providing customized coaching and professional development supports to YoungStar technical consultants.
- Promote the use of evidence-based content and strategies related to family support and engagement in early care and education by researching, analyzing options and providing recommendations for future steps.
- Expand the delivery of high quality information and parent education models to encourage and support families in using the same evidence-based child guidance and early learning strategies that are used in care.

*Fostering Leadership in Families (25%)*

- Manage the implementation of parent and/or community café models statewide, ensuring model fidelity and providing technical assistance to subcontractors.
- In collaboration with statewide partners, develop, implement and monitor an evaluation plan that captures the process and outcomes of café implementation, including increased confidence as a parent, engagement in early childhood settings and experiences, and demonstration of leadership.
- Report progress and outcomes to funders and stakeholders.
Connecting to and Aligning with Partners and Systems (15%)

- Guide and foster the building of relationships with Family Resource Centers at the association level, with Child Care Resource & Referral agencies and local early care and education programs.
- Act as the association’s liaison to family engagement analysts and specialists within the Department of Children and Families, the Department of Public Instruction and other applicable state agencies to ensure regular communication and updates on progress.
- Leverage statewide efforts and eliminate duplication by effectively collaborating with family-oriented stakeholders, including but not limited to the WI Children’s Trust Fund, the Family Foundations team of the Department of Children and Families, Children’s Hospital of Wisconsin and county offices for W-2 offices.

General (10%)

- Actively participate in monthly staff meetings.
- Support agency mission, vision, strategic aims and action teams.
- Contribute to SFTA publications, resources and campaigns.
- Other duties as assigned.

Compensation

- Depending on experience, annual salary ranges from $36,000-$48,000 (1.0 FTE)
- Generous time off policy
- Benefits available, including health insurance, flexible spending account and retirement

SFTA is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.

Please send letter of interest, resume and writing sample to:

Attention: Ger Thor
ger@supportingfamiliestogether.org
Supporting Families Together Association
700 Rayovac Drive, Suite 6
Madison, WI 53711