



Employment Opportunity

Family Engagement Coordinator

Full Time – 35 Hours/Week

ABC Head Start Society, a registered charity, has been committed to promoting and supporting children, families and communities in the Edmonton area for over 30 years. We offer comprehensive early learning and family support programs for vulnerable children and families. Operating in locations across the Edmonton region, our goal is to prepare children for a successful early learning experience in partnership with their family and community. We know that by engaging families we give children the best possible developmental opportunities. We focus on the future well-being and prosperity of our families and communities. ABC Head Start Society serves low income, vulnerable families with over 85% identified as immigrant & refugees.

If your professional values align with our agency mission, vision and strategic directions please consider joining our team.

ABC Head Start is accepting applications for a **Family Engagement Coordinator**. Reporting to a Senior Manager, the Family Engagement Coordinator plays a key role in the Central Team coordinating and organizing marketing and recruitment of vulnerable families interested in ABC Head Start Society's programs. This is a unique position for a dynamic individual who has strong organizational, marketing and relationship management skills that are responsive to the diverse populations we serve. This position is the lead intake worker for the agency.

Responsibilities:

- Collaborate and partner with other agencies, service providers, sponsors and community groups to advance the mission of ABC Head Start Society.
- Assist families and agencies through the referral, application, registration process and improvement of services for children and families while identifying and tracking common themes of the intake process.
- Organize, source, and execute community events and presentations to showcase ABC Head Start Society, further the mission, contribute to the strategic goals of the agency and recruit families.
- Develop and execute a marketing strategy for the on-going recruitment of children, parents and families while measuring progress and performance analysis.
- Oversee the agency social media platforms.
- Provide exemplary and seamless service above and beyond what is expected by the family, staff and service providers.
- Assist members of the leadership team with fund development, community engagement, project management and evaluation processes as needed.

Qualifications:

- Post-Secondary Degree in related field or equivalent.
- Experience or education in public relations, marketing an asset.
- Knowledge of Capital region, community resources, services and programs.
- Experience working with vulnerable children and their families.
- Experience working with immigrant and refugee families is an asset.

- Intermediate to advanced computer skills with proficient knowledge and experience using MS Office Suite, social media platforms and commonly used electronic business office tools is also required.
- Valid driver's license and a vehicle is required.
- Knowledge of non-profit sector is an asset.
- Experience in Human Services is an asset.
- Second language skills are an asset.

**We are an equal opportunity employer.
We welcome diversity and encourage applications from all qualified individuals.**

Start Date: To be negotiated

To apply, email your résumé and a cover letter: ABC Head Start Human Resources hr@abheadstart.org.

ABC Head Start thanks applicants for their interest in this opportunity. Candidates considered for the position will be contacted.

Closing Date: Until a Suitable Candidate is Found