



Parent Education System Coordinator

Purpose:

The Parent Education System Coordinator (PESC) will support the organization's mission and vision by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect, trustworthiness, accountability and commitment to the community. PESC will provide professional leadership to support the regional Parent Education System serving Avery, Mitchell and Yancey counties. The PESC will cultivate collaborative efforts among diverse individuals, families, and community groups with the goal of supporting the sustainability and continued development of a comprehensive continuum of parent education opportunities to maximize positive family outcomes.

Responsibilities:

Build Relationships

Through presentations and other collaborative efforts, build and strengthen relationships with human service agencies, families and the community to increase familiarity with the parent education portals, with the goal to increase registrations in parent education classes, and participation on the system's work groups. Create and disseminate a quarterly newsletter for the community about parent education system-building efforts and opportunities. Connect potential model facilitators with certification training and mentors.

Support Regional Parent Education System

Participate in the community's design of infrastructure to build a full continuum of evidence-based parent education models that are accessible to families. Staff the Regional Parent Education work groups by keeping meeting minutes and sending meeting notices. Complete Facilitator Certification with Triple P, and offer bi-annual Triple P Seminars across the region. Manage incentives designed to eliminate barriers for parents and caregivers to attend parent education sessions – arrange facility venues and family meals; recruit and schedule child care providers; coordinate check-out process for children's activity kits; and coordinate billing.

Data Collection & Recordkeeping

Work with Cooperative Extension staff to collect and send portal usage data to the Evaluation & Sustainability Work Group for analysis. Participate in reporting outputs and outcomes to funders, and summarize evaluation results in an annual report to the community.

Qualifications:

- Associate's Degree in human services or related field is preferred
- Strong oral and written communication skills
- Demonstrated organization skills, exhibiting initiative and attention to detail
- Experience with community development efforts, and tracking outcome measurements
- Background and knowledge of child development, evidence-based parent education models and early childhood systems is preferred
- Ability to work independently, and also with others as a leader and participating team member
- Demonstrated proficiency with computers
- Willingness to travel across the three-county region for community events and meetings

This position is designed as full-time, with group health insurance and retirement benefits available. Pay range is \$15.25 - \$17.50/hour, dependent on education and previous work experience.