



Title: Bilingual Family Leadership Advocate
Direct Supervisor(s): Director of Marketing & Community Outreach
FSLA Status: Exempt
Salary Grade: 10

Primary Purpose of Position:

The Bilingual Family Leadership Advocate is responsible for implementing family engagement and leadership activities, supporting a comprehensive, seamless continuum of services within the community, and assisting with public awareness and advocacy for the purpose of empowering families as community change agents to ensure the healthy growth and development of all children. We envision a dual-language speaker (English & Spanish) in this position.

Duties & Responsibilities:

Provides Services With and Through Families

- Provide direct services to families, as needed, in accordance with the Partnership's strategic plan and priorities.
- Connect families to Partnership programs and services – NC Pre-K Program, Parents As Teachers, Dolly Parton Imagination Library, etc. – and to other related services provided by other entities.
- Provide internal guidance and support to ensure family engagement and leadership is embedded throughout agency programs and initiatives.
- Ensure regular data entry into spreadsheets and databases, as appropriate.
- Work with Director of Program Coordination and Evaluation to collect and analyze information about family support activities.
- Recruit, provide resources to, and support parent leader and other agency volunteers.
- Serve as primary liaison to Family Engagement & Leadership Coalition (FELC) by convening and facilitating meetings, disseminating agendas and minutes/notes, following through on specific action items, closing communication loops, etc.
- Help coordinate communication/information so that volunteers and staff are informed about programs and can convey basic information, as needed.

Collaboration/Community Outreach

- Participate in community or statewide initiatives, committees, and/or forums or ad hoc groups formed to focus on the needs of families of young children, especially in the area of family leadership.
- Build and strengthen relationships with community organizations working with families of young children.
- Serve as agency's primary contact for and liaison with Randolph Public Library's Community Navigators.
- Serve as agency's primary liaison to NCCARE360 in Randolph County.
- Advocate with family leaders on issues relevant to families with young children.
- Provide training to community groups and/or partnering agencies on family engagement and leadership, The Basics Randolph, resilience to toxic stress, and other relevant topics.
- Assist with community outreach events.
- Broaden community awareness about family support services.
- With staff, market and recruit families for agency services.
- Coordinate annual NC Pre-K recruitment process (child find activities)

Other Duties as Assigned

- Perform other duties as necessary to promote and foster the mission of the Randolph Partnership for Children.

Qualifications/Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and meet the requirements listed below.

- Dual-language speaker (English & Spanish)
- Knowledge of family support programs and family dynamics (3-5 years direct experience)
- 2+ Years of Supervisory Experience
- Must pass a criminal background check.
- Must have reliable transportation and valid driver's license.
- Occasional evening, early morning, and/or weekend hours required.
- Some travel is required.

Education and/or Experience:

Bachelor's degree in a field related to social work, human services, or child development from an accredited college or university and three (3) or more years' experience in programs working with and through families. Equivalent combination of education and experience considered.

Knowledge, Mindsets, and Abilities:

- Dual-language speaker: strong fluency in English & Spanish

- Must be able to connect with families, children, and coworkers with enthusiasm and professionalism.
- Commitment to responding to the barriers children and families face that have been created by historical and systemic oppression.
- Commitment to amplifying voices and experiences of families.
- Proficiency in Microsoft Applications.
- Ability to present information effectively in writing and orally in both English and Spanish.
- Ability to effectively present information to small groups, top management, and/or boards.
- Ability to communicate and work effectively with people from diverse backgrounds.
- Ability to adapt to and support a changing work environment and new demands.
- Attention to detail, and compliance with rules, regulations, and deadlines.
- Ability to assess and report on programmatic compliance.
- Ability to write reports and present findings.
- A high level of organizational and interpersonal skills.
- Ability to work independently and as part of an integrated team.
- Ability to lift up to 40 pounds.