



Job Title:	Director	Position Type:	Full-time
Department:	Community Engagement & Advocacy	Salary Range:	\$60K-\$70K/annually
Reports To:	President & CEO	Travel Required:	LA County, Central Valley, Inland Empire, as needed
How to Apply:	Send cover letter, resume and writing sample (maximum 3 pages) to: Kaci Patterson, Vice President, Programs & Administration jobs@familiesinschools.org		

Organization Overview

Families In Schools (FIS) is a nonprofit organization based in downtown Los Angeles, California, whose mission is to *involve parents and communities in their children’s education to achieve lifelong success*. FIS views the engagement of parents as an essential component in school reform. To achieve its mission, FIS focuses its efforts in four strategic areas: Early Education and Family Literacy, College Awareness and Preparation, School Partnerships, and Community Engagement and Advocacy. To learn more about FIS programs and services please visit: www.familiesinschools.org.

Job Description

Position Overview:

The Director, Community Engagement & Advocacy is responsible for leading the organization’s strategic priority area to pursue family and community advocacy for student success. The director designs, leads, and oversees the implementation of advocacy-based capacity building initiatives that strengthen community agency; that develop community leaders as partners and advocates for school improvement; and that promote policy and practice changes to remove systemic barriers to parent engagement and eliminate institutional inequities that act as barriers to student achievement.

The position supports the mission and vision of Families In Schools by serving as the “public face” of the organization’s advocacy work and actively seeks to build relationships with key community and policy stakeholders at local and state levels. The director serves as part of the organization’s leadership team and reports to the President & CEO.

Responsibilities:

Program Design & Implementation

- Direct all aspects of the Families Improving Education Initiative and its parallel work, the School Boards and Community Engagement Initiative—a project serving a cohort of agencies and school districts in the Central Valley and Inland Empire.
- Oversee content development, outreach, training and other logistics for key initiative deliverables including regional education summits, learning institutes, and Advocacy Day in Sacramento.
- Conduct site visits with grantees and manage other technical assistance efforts with agencies and school board members.
- Oversee implementation of other department initiatives, including the Community Leadership Project, Excellence in Parent Engagement Award, and local advocacy-based projects.
- Develop framework for parent-friendly advocacy materials including content and key messaging.
- Prepare program and financial reports as needed. Serve as department contact to funders and other key stakeholders.

Community Engagement

- Seek opportunities to leverage new and existing partnerships to expand the mission of the organization.
- Actively participate in coalition meetings; work with community leaders , public officials and district personnel to promote the organization’s advocacy priorities in order to facilitate greater parent engagement among low-income and communities of color: *increased access to quality learning environments, quality options for parents, and strengthened family, community and school partnerships.*
- Represent the voice of low-income families seeking to support their children’s education from cradle through college.

Management

- Manage department staff, providing ongoing coaching, feedback and support to build their capacity to further the mission of the organization.
- Serve as part of the organization’s leadership team and contribute to the development and execution of strategic decisions.

Skills/Qualifications:

- Bachelor’s degree required. Master’s degree in public policy, political science, education, or related field strongly preferred.
- Minimum 5 years of proven wide-scale program management and community-based advocacy experience.
- Clear and consistent experience in providing capacity building, training and technical assistance to community and/or organization leaders is required.
- Leadership in conceptualizing, organizing and implementing projects involving various processes and personnel.
- Strong personal commitment to the mission of the organization.
- Experience working in low-income communities, schools, and/or community-based (nonprofit) agencies.
- Understanding of socio-political context of school reform, coalition building and advocacy systems.
- Adept in policy research.
- Excellent oral and written communication skills.
- Ability to engage and lead a broad base of stakeholders, leverage partnerships and build consensus at the grassroots and systems level.
- Bilingual in Spanish and English strongly preferred.
- Proficient in Microsoft Office and other online tools.
- Ability to manage staff and work effectively across organizational functions and levels.
- Strong interpersonal and human relations skills.
- Willingness to work weekends and evenings, and travel as necessary.
- Access to a car, possession of a valid driver’s license, and proof of current automobile insurance.