



Parent Liaison (Part-Time)

The Parent Liaison works alongside the parents involved in the program as well as with the staff. The Parent Liaison is responsible for all communications intended for the parents, staff and the school. The Parent Liaison plays an integral role in parent involvement and empowerment.

Responsibilities

- ❖ Support the Site Director with on-site programming needs
- ❖ Assists the staff with all communication to and from the parents in English and Spanish
- ❖ Help parents navigate the school systems as well as community resources
- ❖ Effectively responds to parent inquiries, questions and comments
- ❖ Familiarizes him or herself on an ongoing basis with each child's family and school situation, assisting family members in areas of need
- ❖ Prepares and distributes program documentation and details
- ❖ Maintains a variety of confidential and non-confidential lists and records (computerized and manual) for the purpose of documenting and/or providing reliable information
- ❖ Participates in a variety of meetings, workshops, and committees for the purpose of conveying and/or gathering information required to perform functions
- ❖ Refers students and parents to outside agencies for the purpose of meeting the needs of the students

Desired Skills and Attributes

- ❖ **Fluency** in Spanish and English (writing, listening, and speaking)
- ❖ Ability to work collaboratively and independently
- ❖ Ability to multi-task and meet multiple deadlines
- ❖ Strong organizational skills along with a sense for detail and follow-up
- ❖ Solution-orientated and ability to problem-solve
- ❖ Strong written and oral communication skills
- ❖ Excellence in communicating with diverse audiences

Qualifications

- ❖ Must have a high school diploma or GED. A bachelor's degree is preferred.
- ❖ Experience with parent coaching is preferred
- ❖ Knowledge and understanding of issues and dynamics within diverse families
- ❖ Flexibility to work some evenings and weekends as during parent/or community events
- ❖ Experience with Microsoft Office applications such as Word/Excel/PowerPoint
- ❖ Must have own transportation and hold a valid driver's license
- ❖ Commitment to program's goals and mission

Accountability

- ❖ The Parent Liaison is hired by Executive Director. The Parent Liaison reports directly to the Afterschool Director who is responsible for his or her performance evaluations.

For consideration, please e-mail cover letter, resume and three references to kamaya@laamistadinc.org. Subject Line should state **Parent Liaison**.

*****No Phone Calls Please*****