

Job Title:	Regional Community Hub Coordinator
Grade Level/Terms of Employment:	Grade: 125 /12 months
FLSA Status:	Exempt
Work Location:	Regional Community Hubs
Immediate Supervisor:	Director, Family Engagement, Office of Engagement

General Description

Community hubs are community-based centers in each of the four regions of the city. At these hubs, Regional Community Hub Coordinators lead efforts to support families, specifically working to increase student attendance, by strengthening the connection between school, home, and community and helping families build protective factors and by building upon family strengths, providing resources, and ensuring student advocacy that informs division programs and policies.

Essential Duties and Responsibilities:

- Supervises and evaluates Family Liaisons for their region
- Creates and implements professional development for Family Liaisons and regional school staff on family and community engagement
- Develops and maintains relationships with families, school staff, communities, and a variety of public agencies and neighborhood-specific organizations providing services to youth
- Develops and executes a clear strategy to ensure consistency and fidelity of attendance meetings
- Develops, reviews and monitors plans for chronically absent students
- Understands barriers related to attendance and how to address those barriers alongside families
- Serves as a designated attendance officer
- Leads dropout recovery initiatives
- Plans and oversees regional Family Academy programming and provides support to other daytime/evening Office of Engagement activities
- Coordinates logistical and physical operations of regional Community Hubs

Qualifications:

- Associates or Bachelor's degree in social work, human services, counseling or related work experience
- Ability to work independently, take initiative, and solve problems creatively
- Excellent communication (oral and written), organizational, presentation and public relations skills
- Demonstrated understanding of and sensitivity to the diverse cultural, ethnic, and socio-economic backgrounds of families
- Ability to work a flexible schedule and participate in evening and weekend events
- Advocacy experience preferred
- Community organizing and engagement experience preferred
- Fluency in English and Spanish preferred

- Experience with school, family, and community planning activities and programs preferred.
- Strong computer skills including proficiency with Microsoft Office Suite and Google applications preferred
- Ability to stand for long periods of time, walk for long distances, climb stairs, and move frequently in and out of a car
- Possession of a valid VA driver's license and satisfactory driving record which includes no at-fault accidents or moving violations during the past year, or no more than one at-fault accident or moving violations during the past three years and no DUI (driving under the influence of alcohol or drugs) convictions