

**CLASSIFIED JOB DESCRIPTION**

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**MILITARY FAMILY ADVOCATE**

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**JOB SUMMARY:**

Under the direction of the Executive Director of Student, Family and Community Services, serves as a point of contact families of recently enrolled students, collaborate with school staffs to develop activities and programs for military families, connect parents/guardians with Family Resource Centers and community agencies, and disseminate information regarding classes and opportunities for parents/guardians.

**ESSENTIAL JOB FUNCTIONS:**

- Serves as liaison between parents, schools, community agencies and Family Resource Centers.
- Maintains and updates information on parenting resources and services available in the community.
- Interprets the role of a school system and related educational programs to parents and other community members
- Collaborates with school staffs for the purpose of developing activities and programs to support military students and their families.
- Encourages parents to participate in group discussions and activities.
- Provides appropriate referrals and advocacy for families as needed.
- Maintains positive and effective relationships with schools, staff, representatives of community agencies and the public.
- Prepares a variety of written materials (e.g., newsletters, reports, logs, memos, flyers) for the purpose of documenting activities, providing written reference and/or conveying information.
- Collaborates with Naval Base San Diego's School Liaison Officers and other military support staff.
- Establishes and maintains cooperative and effective working relationships with others.
- Works with the Chula Vista Community Collaborative and other agencies that support parent involvement activities.
- Performs related duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Bilingual (English/Spanish) desirable.
- Knowledge of standard office practices and procedures.
- Experience in collecting and organizing data and information.
- Ability to take initiative in coordinating and organizing activities and events.
- Computer literacy; proficiency in Office applications and data entry.
- Excellent verbal and written communication skills.
- Communicates effectively and respectfully with persons from diverse backgrounds.
- Establishes and maintains positive and effective relationships with others.
- Ability to plan, organize, establish, and maintain effective working relationships; communicate and interact effectively and professionally under pressure; meet schedules and timelines.
- Knowledge of community resources and services.
- Valid California driver's license to travel to at multiple work locations.
- High school diploma or GED required, including or supplemented by courses in typing/keyboarding, computer skills, and office practices.
- Type at a net speed of 40 wpm.

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*Classified Salary Schedule: Range 20*  
*BOARD APPROVED: 7/8/15*  
*REVISION DATES: 7/16/23*  
*08/09/2023*