

PAL CENTER
Community Engagement Assistant Job Description

Organization: Pal Center

Location: Redwood City, CA

Position Type: Part-Time (Grant Based)

Job Title: Community Engagement Assistant

About Us:

Pal Center is dedicated to serving the needs of our local community by providing essential programs focused on mentorship, wellness, and education to youth and families. We are committed to fostering a culture of inclusivity, compassion, and empowerment for the Redwood City and North Fair Oaks communities.

Overview:

As a Community Engagement Assistant at our community center, you will play a pivotal role in fostering a sense of community and inclusivity among our diverse student body and their families. You will work collaboratively with program staff, adults, students, and community organizations to support the implementation of outreach strategies and programs that promote active member involvement and support the organization's commitment to community education and leadership development.

Key Responsibilities:

Implement Engagement Programs: Co-plan, and execute various programs and initiatives to engage families and individuals from diverse backgrounds in their children's or own education. These programs should encourage active participation and foster a sense of belonging within the organization's community.

Cultural Competency Training: Help provide training sessions and workshops for staff, parents, and community members to enhance cultural competency and promote understanding and respect for diversity. Collaborate with external partners, such as cultural organizations or local community leaders, to facilitate these training sessions.

Parent Education and Support: Offer resources, workshops, and informational sessions to help parents understand the program system, navigate educational processes, and advocate for their family's needs. Provide guidance on meaningful topics to the community as they identify them and facilitate discussions on how families can support these principles at home.

Community Outreach and Partnerships: Build and maintain relationships with community organizations, cultural groups, and local stakeholders to leverage resources

and support for participant engagement initiatives. Identify opportunities for collaboration and develop partnerships that enhance the organization's community activation efforts.

Communication and Outreach: Support the development of communication strategies and opportunities to effectively engage with families, including those from marginalized or underrepresented communities. Utilize channels such as newsletters, social media, and community events to disseminate information and enhance participation in the organization's activities, meeting all grant deliverables.

Data Collection and Evaluation: Collect data on family and member engagement activities and initiatives, including attendance, feedback, and outcomes. Make data presentable to assess the effectiveness of programs, identify areas for improvement, and make data-driven decisions to enhance family engagement efforts.

Advocacy and Support Services: Advocate for the needs of diverse families within the program system and provide support to address any barriers they may face in accessing resources or services. Serve as a liaison between families and the organization's staff to ensure that all students receive equitable opportunities for success.

Qualifications:

- Bachelor's degree in Social Work, Sociology, Communications, or a related field.
- Experience working in family engagement, community outreach, or related fields, preferably within a community system setting for a minimum of 2 years.
- Strong understanding of diversity, equity, and inclusion principles, with experience implementing initiatives to promote these values.
- Excellent communication and interpersonal skills, with the ability to engage with diverse audiences and build positive relationships.
- Cultural competency and sensitivity to the needs of diverse populations, including those from different racial, ethnic, socioeconomic, and linguistic backgrounds.
- Ability to work collaboratively with school staff, parents, and community partners to achieve common goals.
- Proficiency in data collection and evaluation methods, with the ability to analyze data and track outcomes.
- Flexibility, creativity, and a passion for promoting community engagement and fostering inclusive school environments.'

Salary and Benefits:

- Competitive hourly wage commensurate with experience.

- Opportunities for professional development and growth within the organization.
- Meaningful work contributing to the betterment of the local community

How to Apply:

Please submit your resume and a cover letter outlining your qualifications and interest in the Community Engagement Assistant position at Pal Center. Applications can be emailed to Jade@redwoodcitypal.org with the subject line "Community Engagement Coordinator Application."

Pal Center is an equal-opportunity employer committed to diversity and inclusion in the workplace. We encourage individuals from all backgrounds to apply.