



Education Liaison (EL) Position Description

MISSION:

Parent Villages mission is to “Build a bridge between parents, youth, advocates, community leaders, and educators to close the opportunity gap and improve the quality of education and lives for ALL children.”

ABOUT: Parent Villages was founded in February 2018 as an effort to uncover root causes for low student reading proficiency levels and attendance. In 2017, data showed that **7% of students entered kindergarten with the skills and preparedness required to be successful**; 2018 data showed the number had decreased to 6%. This statistic demonstrates that education gaps start before students enter their first day of kindergarten – therefore, ***schools alone cannot resolve this issue***. It must begin in the home with engagement of families.

VISION: Parent Villages serves as a conduit to the many community organizations and members who are already doing great work in this arena; in addition to sharing resources we have committed to create targeted, specialized programs to service families and students. ***Our vision is to “close the belief gap that has infiltrated our urban cities - causing our children to lose hope that they can’t go beyond what they can see - by mentoring families, connecting them to community resources, and providing scholarships to financially invest in our youth.”***

Position Description:

Education Liaison will manage and coordinate different educational programs, activities, and projects. The position includes duties which often have the following responsibilities:

- Monitor educational resources available to families and students within and outside of the organization
- Track program-related purchases and expenses to provide to the Program Administrator for financial statements and maintenance of records pertaining to program activities
- Purchase supplies, as needed, related to educational programs, activities, and projects, with supervisor approval
- Schedule educational program work, oversee daily operations, coordinate the activities of the educational programs, and set priorities for managing those programs and activities
- Work with Program Coordinator to market and perform outreach to the community and schools
- Work closely with the Victim Advocate on survivor cases where a school is involved
- Attend community, industry, and school meetings as able and relevant to position priorities



- Oversee family engagement with the schools
- Advocate for students and families as it relates to education and family engagement
- Assist the CEO with the administrative preparation of grant requests and funding continuation from outside sponsors as it relates to educational programs
- Attend industry training and meetings to be certified and remain informed of best practices as relevant to the educational, family engagement, and child advocacy fields

Qualifications:

Education Liaison will use a variety of skills to complete their duties effectively, which can include:

- Leadership skills
- Adaptability
- Flexibility
- Self-motivation
- Organizational skills
- Close attention to detail and the ability to plan ahead
- Ability to work under pressure
- Administrative and clerical skills
- Interpersonal skills, including excellent written and verbal communication

Education:

- Associate's degree or equivalent in work experience required
- Bachelor's degree preferred

Schedule:

- Flexible
- 32 hours per week

Compensation:

- \$22-24/hour
- Employee benefits