



# Frameworks

<b>Job Title:</b>	Community Programs Specialist (Family Engagement)
<b>Department:</b>	Education
<b>Position Reports to:</b>	Chief Program Officer
<b>FLSA Status (Exempt or Non-exempt):</b>	Exempt

## Position Summary:

The role of the Community Programs Specialist is to provide services outlined in community partnership deliverables by implementing high-quality, evidence-based programming using an array of best practices identified by Frameworks of Tampa Bay, Inc. Services outlined in community partnership deliverables include, but are not limited to, professional development, collaborative learning communities (CLCs), and workshops. As needed, the Community Programs Specialist supports designated partner schools based on approved deliverables and maintaining detailed records of all services provided. In alignment with the agency's strategic goals, this position will have an emphasis on any/all family engagement initiatives and content. This position reports to the Chief Program Officer and will work closely with all Education Team members to ensure best practices, consistent programming, and completion of all approved deliverables.

## Essential Functions

- Participate as requested in preliminary discussion for potential community partnerships and services.
- Coordinate services outlined in deliverables for community program partners and maintain detailed records of all services provided utilizing approved Record of Services template provided by Frameworks of Tampa Bay, Inc. Regularly refer to approved MOUs, deliverables and/or budget, if applicable, to ensure programming at partner schools and organizations is met in a high quality, effective manner.
- The family engagement specialist will primarily act as a coach and connector supporting parents and caregivers to access resources and services that strengthen the well-being of their family and children through the social and emotional lens.
- Create, adapt, and deliver family engagement workshops, as outlined in approved deliverables, to best meet the needs of the designated community program partner or school.
- When requested, facilitate professional development for various audiences, modifying presentations with strategies specific to the audience and setting. Assist in content creation of professional development sessions and accompanying content, as needed. This includes in-person and virtual workshops.
- When needed, support designated school partners through professional development, program monitoring, coaching, and support to teachers and administrators related to evidence-based SEL program implementation, as outlined in approved deliverables.
- Administer surveys and questionnaires to evaluate various aspects of program performance and work with the Research and Data Manager to use data to guide future programmatic efforts. This includes family engagement surveys as well as pre- and post- surveys completed by participants.



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- Participate in creation of end-of-year summary reports, utilizing detailed Record of Service maintained throughout the school year.
- Work closely with schools and partner agencies to establish meaningful connections and a positive culture.
- Support all Frameworks staff, programs, projects, and events as needed in a positive and respectful manner.
- Always maintain professionalism and positively communicate the mission of Frameworks.

## **Additional Responsibilities:**

- Continue to advance working knowledge of the research and current trends of SEL.
- Continue to advance working knowledge of coaching techniques, methodologies, and trends.
- Actively participate in Annual Fund Drive, promoting awareness of SEL and Frameworks.
- All other duties as required.

## **Knowledge, Skills, and Abilities:**

- Math, reading, written communication, oral communication and reasoning ability - college level ability.
- Ability to work collaboratively with a variety of people.
- Ability to take direction from others.
- Ability to be self-managed but work well to support a team effort.
- Work well under time constraints, and in stressful conditions.
- Excellent communication skills; verbal and written.
- Efficient time management and prioritization.
- Demonstrate initiative, innovative, and goal oriented work ethic.

## **Education/Training:**

- Minimum Bachelor's degree in education, training, public or mental health administration/mgmt., or other related experience. PreK-12<sup>th</sup> grade experience highly preferred.
- Background in school experience – as an employee and/or parent.
- Background in community organizing experience, e.g., PTA, labor organizing, neighborhood association, etc.
- Strong organization, oral and written communication skills, and the ability to work effectively and collaboratively as a team member.
- Knowledgeable and experienced in Word, Excel, PowerPoint, and Zoom Meeting/Webinar.
- Bilingual ability a plus.

## **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: While performing the duties of this job, the employee is regularly required to talk and hear. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stoop, as necessary. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.



**Other Requirements:**

- Local travel - will require travel up to 50%.
- Valid state driver's license.
- Must pass background and fingerprinting check as well as drug test.

**Supervision/Contacts:**

- Receives direct supervision from the Program Partnership Manager.
- Daily contact with Frameworks' employees and management.
- Regular contact with board members, volunteers, donors, and community partners.

**Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines, calculator, alarm, reference books, and automobile. Option for remote work when applicable and discussed with supervisor.

*Frameworks of Tampa Bay, Inc. is an equal opportunity employer.  
Job duties are subject to change with or without notice based on business needs.*

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*I certify that I have reviewed and understand all the requirements of performing this job and that I can meet each requirement, with or without reasonable accommodation. I understand that the essential and/or non-essential functions and the associated abilities, requirements and conditions outlined above describe the general nature and level of the work performed. I understand that they are not intended to and in no way represent an exhaustive listing of all tasks involved in performing the job. I understand that business necessity may dictate changes in the position requirements at any time. I understand that even though I may be able to perform the job, there are other requirements I must meet before being offered the job. I understand that I must perform all essential and non-essential functions in a manner that is not hazardous to myself or to others. I also understand that any employment relationship with this company is of an "at-will" nature, which means that if employed I will be free to resign at any time, and that the Company may terminate my employment at any time, without prior notice.*

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Employee Name (Printed)

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Date

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Employee Signature

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Date

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Supervisor Signature

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Date

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Chief Executive Officer Signature

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Date