



<b>Job Title:</b>	Community Programs Specialist (Family Engagement)
<b>Department:</b>	Community
<b>Position Reports to:</b>	Chief Impact 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. This position has an emphasis on any/all family engagement initiatives and content, as well as the cultivation of new partnerships that allow Frameworks to increase the reach and impact of its family engagement programming. This position reports to the Chief Impact Officer and will work closely with all Community and 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.
- Actively identify and cultivate new partnership opportunities, in collaboration with the Chief Growth Officer.
- 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, connector and educator, supporting parents and caregivers to access and utilize resources and services that strengthen the overall well-being of their family and children, with a specific emphasis on the development and use of emotional intelligence competencies as a means for supporting positive personal, academic and professional outcomes.
- 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 program implementation, as outlined in approved deliverables.



# Frameworks

- 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.
- 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 research and current trends in the development of emotional intelligence.
- Continue to advance working knowledge of best practices in family engagement, coaching techniques, and workshop facilitation.
- Continue to advance working knowledge of family outreach opportunities, family needs, and potential collaborators in service delivery in the Tampa Bay area.
- Participate in fundraising and advocacy activities on behalf of Frameworks, sometimes occurring during non-traditional work hours.
- All other duties as required.

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

- College level abilities in math, reading, writing, speaking and reasoning.
- Strong training facilitation skills and ability to deliver workshops and other learning experiences in a highly engaging manner to a variety of adult audiences, including but not limited to adults in mentoring relationships with youth, out of school time providers, families/caregivers, and educators.
- Willingness and ability to proactively seek and cultivate community partnerships that will grow Frameworks reach and impact.
- 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
- Efficient time management and prioritization.
- Take initiative in solving problems and improving processes.

## **Education/Training:**

- Minimum Bachelor's degree in education, training, behavioral health, counseling, social work or other related experience.
- Previous experience working or partnering with schools and community organizations, ideally with a family engagement focus, highly preferred.



- Knowledgeable and experienced in Word, Excel, PowerPoint, and Zoom Meeting/Webinar and Canva.
- 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 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 Chief Impact Officer.
- 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.

*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



# Frameworks

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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