

***Community Action Partnership of Lancaster and Saunders Counties is a private,***

***not-for-profit organization with the mission of empowering people living in***

***poverty to achieve economic stability.***

**Head Start Family & Community Engagement Coordinator**

Community Action’s Early Head Start and Head Start Program is looking for its next great manager. Our program is built on a foundation of strong systems, great people, and a steadfast commitment to serving our community’s most vulnerable children and families. If you are an action-oriented and solution-focused professional with this same commitment, then please apply.

Key responsibilities of our Head Start Family & Community Engagement Coordinator include:

* The design and implementation of evidence-informed family and community engagement practices within the program in accordance with Head Start regulations and the agency’s empowerment-based case management model;
* The facilitation of ongoing professional development activities designed to enable program staff to effectively help families reach their goals and prepare their children to succeed in school;
* Forging and maintaining partnerships with Community Action programs and other community entities whose services can benefit Early Head Start and Head Start participants in order to maximize these supports; and
* Development of effective family engagement opportunities hosted by Early Head Start and Head Start, such as parent workshops and groups, and family activity events.
* Active participation in all components of the program’s annual activities cycle, including development of the program’s annual recruitment plan, self-assessment, and analysis of community needs and strengths as they relate to families eligible for the program.

Minimum of a Bachelor’s degree in Social Work, Family and Consumer Science, Psychology, Human Services, or related course of study. Masters degree preferred. At least five years experience working in a human services-related field and one year experience in a supervisory capacity required. Experience working in low-income or other vulnerable populations required. Strong verbal and written proficiencies of the English language required. Valid Nebraska Driver’s License and good driving record preferred.

**For more detailed information please contact Human Resources at 402-875-9315 or**

[**mandrews@communityactionatwork.org**](mailto:mandrews@communityactionatwork.org)

**Resumes and cover letters should be sent to:**

[**mandrews@communityactionatwork.org**](mailto:mandrews@communityactionatwork.org)

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