



POSITION: Family Engagement Program Coordinator

REPORTS TO: Executive Director

POSITION SUMMARY: The Family Engagement Program Coordinator at Uplift Literacy plays a pivotal role in connecting families with community resources and empowering them to become advocates for literacy at home. This position is responsible for planning, organizing, and facilitating family education workshops and events aimed at enhancing early literacy skills among parents and caretakers. The Program Coordinator will work closely with volunteers and partner organizations to create enriching experiences that foster a love for reading and support literacy development within underserved families.

Responsibilities:

1. Family Literacy Workshops:

- Develop, plan, and execute a literacy workshop each month focused on enhancing children's literacy skills.
- Ensure workshops are centered on adult learning and adhere to the established standards, curriculum, and best practices of either the New World's Reading Initiative or READy, Set, Go Miami!
- Workshops focused on the New World's Reading Initiative (8) should utilize University guidelines, toolkits, and resources to structure events effectively
- Identify suitable venues and liaise with point of contact to ensure capacity for event registrants.
- Conduct site visits to assess venues for their suitability, considering presentation needs.
- Obtain pre-approval for event dates and locations to ensure equitable coverage across regions.

2. Attendee Management:

- Lead efforts to recruit, manage, and engage attendees for each workshop.
- Handle marketing, registration, and information sharing prior to and following each event.
- Collaborate with volunteers and community organizations to recruit parents and family members of VPK-5 students (for New World's Reading Initiative workshops) or 0-5 (for READy, Set, Go Miami!).
- Ensure a minimum of 25 and a maximum of 200 registrants per event, including adults and accompanying children.

3. New Worlds Reading Initiative:

- Assist eligible families in registering for the New Worlds Reading Initiative (free books sent to home).
- Utilize QR codes on event materials and facilitate online enrollment via devices.
- Coordinate with partner organizations to streamline registration procedures.

4. Reporting and Documentation:

- Collect and maintain surveys as well as accurate data for reporting, including goals, financial status, and program progress.
- Fulfill ongoing and annual reporting requirements.



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5. Quarterly Growth:

- Work to increase workshop attendance quarterly, fostering greater engagement among families.
- Manage logistics to ensure seamless coordination with internal and external partners.

6. Collaboration:

- Collaborate effectively with internal and external partners to coordinate activities and services.
- Attend table events occasionally to build awareness about initiative.

7. Create and distribute a monthly newsletter for parents, providing valuable insights, resources, and updates on program activities.

Additional duties may be assigned to support the program's goals and operational needs.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to handle or feel; and reach with hands and arms. Staff will on occasion lift items up to 20 lbs. while completing functions. Travel to event sites across the city is required.

POSITION TYPE/EXPECTED HOURS OF WORK:

This is a 40-hour a week hourly position with a combination of remote (at home) and on-site work.

QUALIFICATIONS:

- Understanding of and commitment to the mission, vision, and goals of Uplift Literacy.
- Bachelor's or Master's degree in education, social work or a related field/literacy certification or reading endorsement.
- 3 years of experience in program coordination, event planning, or family engagement.
- Strong understanding of early literacy principles and best practices.
- Strong communication and interpersonal skills to effectively collaborate with volunteers, teachers, parents, and administrators.
- Ability to work collaboratively with diverse groups and manage partnerships effectively.
- Ability to collect and analyze data, track progress, and generate reports.
- Proficiency in Microsoft Word, Excel and Canva
- Passion for literacy education, community engagement, and a commitment to empowering families through education as well as closing the achievement gap for children from marginalized communities.
- Flexibility, adaptability, and a positive attitude in working with diverse groups of children and volunteers.
- Drivers' license and reliable vehicle, or equivalent ability to travel throughout Miami-Dade County.
- Successful completion of a Level II background check.
- Bi-lingual: Spanish/English

Application Instructions: To apply, please submit your resume and a cover letter detailing your relevant experience and why you are interested in joining Uplift Literacy as the Family Engagement Program Coordinator. Please email your application to info@upliftliteracy.org.

***At Uplift Literacy we respect and honor the diversity in our workforce,
and we are an Equal Opportunity Employer.***

