



POSITION ANNOUNCEMENT

FACE/ERSEA Coordinator

About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Home Energy Assistance Program, Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit www.lacasanwk.org and be sure to follow @lacasanwk on all social media platforms.

Who we Seek:

The Family and Community Engagement (FACE)/ERSEA Coordinator will provide support to the Managing Director by providing oversight of eligibility, program recruitment, selection, enrollment, and attendance (ERSEA) for the Head Start Programs of the Early Childhood pillar. To be successful in this role, the FACE/ERSEA Coordinator must develop a parent and community volunteer program, discover resources, identify, and develop relationships with community partners to better address community needs. The Family and Community Engagement/ERSEA Coordinator will serve as an integral member of the Early Childhood team and will contribute to the overall efficiency of La Casa de Don Pedro by providing personalized and timely support.

Duties and Responsibilities:

- Manage Family Workers individually and in team setting while monitoring pin both team and one-on-one settings to monitor progress toward achievement of team and individual goals.
- Oversee and Implement Parent Curriculum by providing trainings to the families.
- Oversee and ensure implementation of family and community engagement required trainings monthly at each site.
- Train and supervise the performance of assigned staff; assign and review the work of staff; interview and select employees and recommend transfers.
- Serve as primary liaison for NPS, fulfilling all family and community engagement requirements.
- Supervise professional development of family workers and track individual needs to monitor growth and improvement.
- Prepare and maintain all required documents for parent committees and Policy Council.
- Ensure Policy Council elections are completed accurately and timely each year.
- Participate in the development, preparation, distribution and collection of self-assessment and community needs assessment.
- Coordinate, schedule and provide parent, family, community engagement and education activities including parenting classes, support groups, trainings, and workshops in a variety of topics such as health, mental health, dental and nutritional education.
- In collaboration with center directors, oversee the parent volunteer program and related activities; establish and maintain a calendar of parent activities, projects, and meetings.
- Plan and conduct Policy Council meetings to ensure compliance with Head Start Program Performance Standards.
- Provide on-going trainings and technical support to Family Workers and Center Directors.
- Ensure children files and enrollment procedures comply with Head Start Program Performance Standards.
- Identify, inform, and facilitate referrals for parents.
- Attend community engagement meetings and trainings; prepare and deliver presentations related to assigned activities.

- Supervise and monitor parent intakes and orientation to ensure compliance with Head Start Program Performance Standards.
- Conduct audits for children files twice a year, provide trainings and Improvement.
- Oversee, implement, and monitor Attendance Policy to ensure a minimum of 85% monthly attendance.
- Monitor enrollment activities and ensure full enrollment at the end of each month.
- Participate in offered trainings, workshops activities during in-service days, and/or all-staff conferences.
- Monitor parent participation data to support family workers in effective Family Goal Setting and Tracking system.
- Works closely with family workers, Center Directors and ECD Leadership Team to resolve parent concerns.
- Works closely with LCDP outreach team during community engagement events.
- Performs other related duties as assigned.

Educational, Required Skills and Experience Requirements:

- Master's Degree in Social Services field.
- At least one year of experience in social services and Head Start experience.
- Strong understanding of Head Start Program Performance Standards highly preferred.
- Three years of successful management experience preferred.
- Bilingual preferred (English/Spanish) or any other language a plus.
- Must have strong interpersonal skills along with excellent verbal and written communication skills.
- Proficient in MS Office Suite (Excel, Word, Power Point, Outlook, and Teams).
- Ability to read and interpret documents such as performance standards, information memoranda and program guidance; ability to write reports and correspondence; ability to speak effectively before employees, community partners, etc.
- Must be able to work in a fast-paced environment and to carry oneself professionally.
- Ability to take initiative, work independently and work in a team environment.
- Must be able to commute and have a valid New Jersey driver's license.
- Access to a car and some weekend and evening availability are required.
- Must obtain and pass a physical, TB test, and background check.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 40 lbs. at a time.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Compensation, Schedule, and Other Information:

- **Employment type:** Full-Time
- **FLSA status:** Exempt
- **SOC code:** 13-1040
- **Reports to:** Managing Director
- **Schedule:** Monday – Friday; 8:15pm – 4:15pm (weekends and late evenings)
- **Compensation:** Salary range for this position is \$65,000 – \$70,000
- **Fringe Benefits:** Health, employee assistance program, vision, dental, life insurance and 401k retirement plan offered.

To Apply

- Please send a resume along with a thoughtful cover letter via e-mail to careers@lacasanwk.org with “**FACE/ERSEA Coordinator**” in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.

La Casa de Don Pedro, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including sexual orientation, gender identity and pregnancy), status as a parent, national origin, age, disability (physical or mental), protected genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law. We encourage candidates from historically underrepresented backgrounds to apply.