



## Family and Community Engagement Coordinator

**Program:** Family and Community Engagement

**Reports to:** Executive Deputy Director

**Status:** Part Time

**Period:** 12-month period, based on funding

**Location:** On-site - Chirilagua/Arlandria neighborhood, Alexandria, VA

**Schedule:** 25 hours per week. The hours will be primarily Monday, Tuesday, Wednesday, Thursday and Friday afternoons, with some evening time required and weekend hours needed.

**Compensation:** \$20.00 - \$22.00 an hour, based on experience.

### Position Summary

The Family and Community Engagement Coordinator serves children, parents, and families in the Chirilagua neighborhood through relational support, advocacy, resource navigation, and community engagement. This role provides direct support to families experiencing challenges related to housing, education, employment, food insecurity, healthcare access, immigration-related concerns, and family stability while helping connect them to community resources and opportunities for growth.

This position also supports parent engagement efforts and family-centered programming that strengthens relationships, belonging, and community support systems. The Family and Service Navigator reflect Casa Chirilagua's Christ-centered mission of walking alongside families with dignity, compassion, and consistency.

This is a part-time position averaging 25 hours per week with a combination of direct family support, program coordination, administrative responsibilities, and occasional evening community events or parent gatherings.

### Key Accountabilities

#### 1. Family Support and Service Navigation

(65%)

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- Provide direct support and resource navigation for families experiencing social, educational, financial, or personal challenges.
- Connect families to community resources including food assistance, healthcare, educational support, legal services, workforce opportunities, and public benefits.
- Maintain consistent communication and follow-up with families to ensure support needs are addressed.
- Document family interactions, referrals, and support services in an organized and timely manner.
- Identify urgent family needs and collaborate with staff and community partners to coordinate support.
- Coordinate and implement mini-food pantry and monthly food distributions.

## **2. Parent Engagement and Program Coordination (20%)**

- Support family-centered programming including workshops, parent meetings, family dinners, and community-building events.
- Assist with participant outreach, registration, communication, and logistics for adult and family programs.
- Help foster trust, connection, and belonging among families within the community.
- Encourage parent participation and identify opportunities for leadership development and engagement.

## **3. Relationship and Volunteer Support (15%)**

- Build and maintain collaborative relationships with schools, churches, nonprofits, and community partners.
- Support volunteers serving within adult and family programming.
- Serve as a connector between families and partner organizations to encourage continuity of care and support.

### **Essential Functions**

- Walk alongside families with compassion, professionalism, and cultural sensitivity.
- Assist families in navigating community systems and accessing available resources.



- Facilitate communication between families, schools, Casa staff, and partner organizations when appropriate.
- Coordinate and support family engagement activities and events.
- Collaborate with Casa staff to gather feedback and evaluate family programming and services.
- Maintain confidentiality and healthy professional boundaries while building trusted relationships.
- Participate in staff meetings, trainings, prayer times, and organizational events as appropriate to schedule.

### **Schedule Expectations**

- Average of 20 hours per week.
- Flexible schedule with a combination of daytime and occasional evening hours based on program and family needs.
- Some availability for parent meetings, family dinners, or community events may be required.

### **Competencies**

- Manifest evidence of personal faith in Jesus Christ, knowledge of Scripture, and alignment with Casa Chirilagua's Core Values.
- Strong relational and interpersonal skills with awareness of healthy boundaries.
- Compassionate, organized, and dependable with the ability to follow through consistently.
- Strong verbal and written communication skills.
- Fluency in Spanish required; bilingual English/Spanish communication strongly preferred.
- Proficiency in Microsoft Office and basic documentation systems.
- Ability to work collaboratively within a team-oriented environment.

### **Education and Experience Requirements**

- AA or BA degree in Social Work, Psychology, Education, Human Services, Public Health, or related field preferred. Equivalent experience will also be considered.
- One to three years of experience in family support, case management, mentoring, education, community engagement, or related work preferred.
- Experience working within multicultural and immigrant communities strongly preferred.

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### **How to Apply**

Send your resume and a brief cover letter explaining your qualifications and interest to:

[jobs@casachirilagua.org](mailto:jobs@casachirilagua.org)

Applications are accepted on a rolling basis. Candidates selected to move forward will be contacted directly.