## Position: Family and Community Engagement Manager

### OhioMeansJobs Post #210005385

### Job Description:

The Ashtabula County Community Action Agency is hiring a Family and Community Engagement Manager

In partnership with staff, families, and the community, integrate family engagement into all areas supporting birth to five programming. Incorporate the integration of program services to support comprehensive seamless services. Collaborate and coordinate with appropriate staff and appropriate National Resources to provide training.

### MAJOR RESPONSIBILITIES AND KEY TASKS:

With respect to the “The Head Start Parent, Family, and Community Engagement Framework”.

- Monitor, analyze, plan, coordinate, and report program data related to the appropriate service area; this may include but is not limited to:
  - Reports
  - Community Assessment
  - Family Partnership Agreement
  - Social Service – referrals, follow-up, and outcomes
  - In kind and volunteer hours
- Participate in community collaborative and outreach efforts.
- Promote family engagement and school readiness
- Develop and maintain community partnership agreements.
- Build capacity of the Program to meet the needs of families based on data collected
- In coordination with Home Based Supervisor, coach home based staff on supporting families.
- Supervise Family Advocate(s)

### Desired Skills:

- A Bachelor’s degree in related field and a minimum of one year experience managing and supporting systems and staff in an appropriate environment.
- An available licensed vehicle, a valid Ohio Driver’s License and insurability monitored by ACCAA insurance carrier.
- Completion of background checks including BCI, FBI, sex offender registry and child abuse and neglect registry
- Pass initial and regular drug screenings.

### How to apply:

Interested applicants may submit resumes to:

Ashtabula County Community Action Agency
Tricia Knam / Senior Administrative Assistance
4510 Main Avenue
Ashtabula, OH 44004

If you need assistance or have any questions, feel free to contact:
OhioMeansJobs-Ashtabula County, 2247 Lake Ave., Ashtabula, Ohio 44004. Phone: (440) 994-1234

Please complete the attached OMJ Employment Registration Form and return it to the OhioMeansJobs Center with the job title or job post number so we may assist you with your employment needs.

(Attachment #2)

Thank you and best of luck
OhioMeansJobs Ashtabula County