Institute Overview

Founded in 2010, Law and Civics Reading and Writing Institute (LCRWI) is a solution-based, independent education think tank that conducts multidisciplinary research, application, evaluation and advocacy on how children learn, birth through adolescence. Our non-partisan think tank is especially committed to exploring this issue from the real-life experiences of our most vulnerable children of color who have been placed at risk due to a host of circumstances. We use our own, and child and youth development research from other institutes, to support schools, teachers, administrators, mentors, community residents, and policymakers; providing best practices and common-sense solutions to educational challenges facing underserved children, their families, and communities.

Position Overview and Description

The After-School/Parent/Community Liaison Specialist will be a member of our Parent and Community Division, reporting to the Chief operating Officer. The After-School/Parent/Community Specialist must have a passion for the unique mission and vision of LCRWI. The Specialist must also be a visionary leader with the progressive leadership experiences and community/parent empowerment involvement skills needed to successfully guide LCRWI through early stages of our Strength-based, Heart-centered After-school STEM Project. The families, children, and community program provide opportunities and services that are based in equity and access principles of inclusion and equitable outcomes, and strength-based learning models that recognizes and respect the assets, tools, and talents of the adults and the children in the community bring to this STEM project. With this position we want to ensure that there are clear communications between the after-school staff, parents and the community. This position conveys information regarding what is happening within the program activities procedures and provides information on classes for the adults in the community and other services to educate the community.
Responsibilities include

- Working under limited supervision following standardized practices and/or methods
- Act as a resource for parents, families and community members for the purpose of providing information and listening to their concerns.
- Assist parent, families and community members with their concerns, etc.
- Communicates with staff and parents, family member regarding students’ after-school activities for the purpose of promoting academic progress and parent’s engagement in what’s happening in the program
- Communicates in person and on the phone with parents and families for the purpose of exchanging information and address concerns
- Participates in parent/child/family listening sessions, classes, workshops, field-trips, etc.
- Performs other related duties, as assigned, for the purpose of ensuring successful communication between the after-school, home and community and a positive learning experience for the students/parents/families and community.
- Provides support and resources for parents/families, and community for the purpose of improving lines of communication and knowledge of the STEM project
- Coordinates home visits and parent meetings for the purpose of gaining information and/or discussing needs and problems involving students and their families.
- Organizes a variety of activities (e.g. parent listening sessions, community listening sessions, conferences, etc.)
- Participates in a variety of meetings, workshops and committees for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with the project guidelines.
- Prepares a variety of documents, reports and written materials (e.g. activity logs, phone logs, etc.) for the purpose of providing support to the parents and families, collaborating with the facilitator.

Resource Development

- Identify potential funding sources
- Work closely with staff to organize fundraising activities
- Work closely with staff who are implementing grants and/or contracts.
Networking

- Assist board of directors, community board and staff in developing strategic partnerships with organizations, companies, and individuals with the objective of building the Law and Civics Reading and Writing Institute’s visibility
- Represent LCRWI to a variety of education audiences, including teachers, educators, community-based organizations, policymakers, grassroots organization, foundations, etc.
- Use technology an innovative systems to expand LCRWI’s parent, family, and community involvement to promote community awareness

Requirements

- Minimum B.A or B.S degree
- One-year experience working in community service programs or a related field
- Self-starter with the creativity and resourcefulness to find new opportunities and implement new project
- Knowledge of internal and external resources for parents, families, and community
- Ability to maintain complete and accurate records and to develop meaningful reports from them
- Excellent organizational and interpersonal skills
- Ability to work as a team member in a collaborative, fast-paced program
- Strong oral and written communication skills
- Ability to juggle many tasks at once and meet strict deadlines
- Experience in working with underserved and underrepresented children, families, and communities of color
- Knowledge and understanding of STEM for the purpose of communicating effectively with parents, families and community about the program
- An appreciation of culturally-responsive and linguistically-responsive learning models for purpose of communication
- Ability to travel independently to facilitate workshops, home visits when necessary, etc.
- Ability to establish and maintain effective working relationships as necessitates by work assignments

LCRWI is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such support, and no applicant will be penalized as a result of such a request.
For more information, visit www.lcrwi.org. To apply for this position, please send all resumes to jobs@lcruwi.org.