



**Position:** Parent Engagement Coordinator

**Reports to:** Youth Program Manager

**Status:**

Exempt, 40 hours/week

Starting salary range: \$44,600-48,000

Benefits eligible (medical, dental, paid time off)

**Project: VISION is a nonprofit organization with a mission to help youth of Chicago's Greater Chinatown community achieve their full potential by providing them with tools for educational, personal, and civic development. PV serves over 400 middle and high school youth each year out of its two Chinatown youth centers as well as three local school-based sites. We are seeking a mission-driven, creative, and energetic individual to join our team and serve as our Parent Engagement Coordinator.**

**The ideal candidate is committed to our mission and has experience and passion for working with the community and with families. They are also driven by a growth mindset and thrive in a fast-paced, impact-based work environment.**

The Parent Engagement Coordinator's role will focus on supporting increased parents' engagement with their youth at home as well as promoting more parent involvement in the schools and the broader community. Their work will enhance parents' knowledge, skills, and confidence, and ultimately, strengthen parent-child and family relationships. The primary responsibilities include the following:

**1. Oversee the Parent Mentor Program at 4 CPS schools as the Parent Organizer**

- Recruit and supervise a team of 4 Parent Coordinators and 32 Parent Mentors
- Partner with school principals, school support staff, and teachers to create roles, identify classrooms, coordinate scheduling, and adherence to program expectations
- Research and create weekly training materials focusing on helping parents enhance their skills in classroom management, student engagement, and personal and professional development
- Manage grant compliance and reporting items, such as tracking program hours, budgeting, and survey collection
- Serve as PV's liaison to the Parent Engagement Institute (PEI), conducting check-ins with our PEI contact, attending weekly statewide workshops and monthly partner meetings, and ensuring compliance with program policies and procedures

**2. Develop and coordinate PV Parent Workshops**

- Research, develop, and deliver at least 1-2 educational workshops per month on various topics: education, mental health, social emotional learning, and parent/child relationship building

- Collaborate with community organizations to identify and invite guest speakers for workshops
- Manage workshop logistics including promoting the events, setting up language accommodations, tracking attendance, and answering post-workshop questions
- Present workshops for parent groups at various local Chicago public schools as needed

### **3. Facilitate other parent engagement activities**

- Lead PV's Parent Advisory Council meetings and support parent-led projects
- Plan and lead bi-monthly family engagement activities (e.g. workshops, field trips, etc.) aimed to strengthen family relationships
- Seek and share out relevant resources and opportunities for families through regular outreach and parent communications (e.g. monthly newsletters, WeChat messaging, etc)
- Help mobilize parents for broader community-wide efforts and campaigns
- Support families navigating high school and college application processes
- Conduct bi-weekly office hours to answer parent questions and provide families with general assistance on food, housing, or other related issues with the case management team's support

#### **Qualifications:**

- Bachelor's degree required
- Minimum of 3 years of professional experience, preferably working in nonprofit human services
- Familiarity with the Chinatown community and Chicago Public Schools
- Proficiency with Microsoft Office tools and Google applications
- Experience managing others, including providing training, supervision, and feedback to team members
- Professional proficiency in Chinese Cantonese and/or Mandarin required; ability to translate and interpret highly desired

#### **We will be prioritizing candidates who have:**

- Demonstrated strong interest in a nonprofit career
- Values alignment with the organization, including commitment to its mission and goals and the issues of AAPI and immigrant youth and families and the local Chinatown community
- Ability to problem solve, offering ideas and suggestions while working with team members to overcome challenges
- Self-driven work ethic and resilience as demonstrated by exhibiting ownership of projects, taking initiative, and able to adapt to shifting priorities and needs of the organization
- Strong organizational skills with attention to detail and capacity to manage multiple projects and occasional high volume of work with efficiency and without sacrificing quality
- Positive attitude with ability to problem solve in the face of challenges and turn negative outcomes into learning opportunities
- Comfortability with working independently but also able to work in a team environment and willing to ask for help when needed
- Strong verbal and written communication skills

The position requires some flexible hours, typically 9a-5p or 11a-7pm during Mondays to Fridays. Occasional Saturdays may be required. The anticipated start date for this position will be June 1, 2025.

**To apply, please send a cover letter and resume to us via email at [careers@projectvisionchicago.org](mailto:careers@projectvisionchicago.org).**