



Job Title: Family Resiliency Education Coordinator	Reports to: Family Resiliency Education Supervisor
Classification: Part-Time	Wage: \$21.900

Scope of Work

The Part-Time Family Resiliency Education Coordinator (FREC), guided by the Family Resiliency Education Supervisor, plays a key role in advancing the mission and goals of the Family Strengthening Education Program (FSEP). Through courses, workshops, groups, and community events, the FREC helps families build on their existing strengths, celebrate resilience, and expand opportunities for growth.

Key Responsibilities

Program Facilitation & Delivery

- **Course Execution:** Facilitate Family Resiliency Courses (10-week cohorts), 5 for 5 workshops (5-week duration), and Parent Circle groups across daytime, after-school, and evening hours.
- **Event Hospitality & Logistics:** Coordinate setup, clean-up, and meals/snacks for groups. Maintain facility safety and standards.
- **Participant Support:** Assist with family recruitment, initial outreach, and service referrals. Maintain strong confidentiality and professional boundaries.

Curriculum & Community Collaboration

- **Curriculum Enrichment:** Integrate guest speakers, co-facilitators, and subject matter experts into established research-based curricula.
- **Community Engagement:** Network with community partners and collaborate with the Youth Development Coordinator (YDC) to deliver cohesive, inclusive programming.
- **Volunteer Leadership:** Interview, onboard, and support volunteers, interns, and service learners. Assist with monthly continuing education and volunteer appreciation.

Data Management & Administration

- **Tracking & Reporting:** Collect session attendance, digital surveys, and paper questionnaires. Enter data into tracking databases and generate reports for leadership and funders.
- **Administrative Support:** Research family resources, maintain group materials, create departmental newsletters on non-event weeks, and assist with policy updates.
- And other duties as assigned.

Qualifications

Minimum Requirements

- **Experience:** 2 years of experience in program facilitation, family education, or community outreach preferred.
- **Skills:** Strong public speaking, interpersonal communication, team collaboration, and self-directed organization.



- **Clearances:** Age 21+; must pass Idaho Supreme Court background checks (including Sex Offender and Child Protection registries).
- **Licensing & Travel:** Valid driver's license, reliable insured vehicle, and flexibility for afternoon/evening shifts.

Preferred Qualifications

- **Bilingual:** Fluent in Spanish and English.
- **Education:** Bachelor's degree in a related field.
- **Certifications:** CPR/First Aid and Food Handler's certifications (or ability to obtain within 60 days of hire).

Work Environment & Legal Status

- **Supervision:** May direct volunteers, service learners, and interns.
- **Physical Demands:** Occasional light lifting (event setup/meals) and moderate noise environments. Reasonable accommodations provided as needed.
- **Employment Terms:** Non-exempt, part-time (up to 20 hours/week), "at-will" under Idaho law. Equal Opportunity Employer.