



Job Opening

Parent Leader Specialist

East Boston Social Centers, Inc. (EBSC) is a non-profit multi-service agency, serving culturally diverse families and individuals of all ages in East Boston, Chelsea, Revere, Winthrop and throughout Greater Boston. We provide fully licensed and accredited childcare for children ages two months through six years of age in our Early Learning Programs and five years (K2) through thirteen years in our Out-of-School-Time Programs. In addition, we offer free At-Risk Teen After-School programming, a School Age Summer Program, nutritional, social, and recreational programming for the elderly, and community space for numerous advocacy, self-help and community groups.

"When all give, all gain." This is so much more than a motto at East Boston Social Centers. We seek to ensure all have an opportunity to give and to gain, and recognize the critical importance of being a diverse, equitable, and inclusive workplace and organization, where all belong. We actively seek and encourage a diverse and inclusive workforce that is reflective of our communities. We are strengthened by this vitality and wealth of life experiences. If you are encouraged by an opportunity to do your best work in an environment where your contributions are valued, come join us.

We are seeking a Parent Leader Specialist to ensure Parent Partners and Parent Champions are supported in their work to support caregivers in the East Boston community. This individual will establish and maintain supportive relationships with over 20 multicultural parent leaders for the East Boston Family Engagement Network and Every Child Shines movement. The Specialist will demonstrate excellent service in a variety of supports and activities to elevate the work of the Parent Leaders.

Primary Responsibilities

- Orients and trains new Parent Leaders (Parent Partners and Parent Champions)
- Maintains weekly communication and coordinates biweekly meetings with Parent Leaders
- Supports Parent Leaders to plan monthly check-ins with families to emphasize The Basics
- Logistically supports Parent Leaders helping with flyers, PowerPoint slides, and presentations
- Provides feedback on presentations for professional development purposes and collates survey results
- Organizes surveys and tabulates survey results
- Serves as a liaison to Families First Staff Director and Families First Ambassador
- Collects referral forms from the Parent Champions
- Works with community partners including DCF, Boston Public Schools, DYS, EB Health Center, MGH, medical service providers, and others as appropriate to address and support the work of the Parent leaders
- Coordinates or ensures childcare options for Parent Leaders and/or caregivers attending workshops
- Participates in and attends meetings; facilitates activities and special events as assigned
- Participates in weekly group and individual supervision
- Keeps flexible hours to meet the needs of the Parent Leaders

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the experience, knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Proven ability to work effectively with a diverse multi-stakeholder group, ensuring inclusion and belonging for people from diverse cultural, economic, and professional backgrounds
- Be passionate and committed to working directly with parents and their children.
- Excellent communication and organizational skills
- Ability to demonstrate extensive knowledge of community resources in East Boston
- Ideal candidates will have an ability to establish trusting relationships, and to think and act intentionally and strategically to help parent leaders
- Bilingual English/Spanish, English/Portuguese, English/Arabic) strongly preferred

Education/Experience

Health science, behavioral science, or general education in areas of early childhood or child protection and 2 years' experience coordinating groups and managing via influence rather than direct authority or a comparable combination of education and experience

Compensation and Benefits

East Boston Social Centers is committed to providing competitive compensation and benefits commensurate with professional qualifications and responsibilities of its staff. Target hiring rate for this role is \$17.00 per hour.

We offer comprehensive benefits including health and dental insurance, 403b retirement plan, Paid Time Off (vacation, sick and personal days), long-term disability, childcare assistance, and more. The Social Centers has a family environment and embodies our motto "when all give, all gain."

To Apply:

Send cover letter and resume to fritzau@ebsoc.org

East Boston Social Centers provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.