



Community Orientation Project Coordinator

SUMMARY

The Janet S. Munt Family Room is located in the old north end of Burlington in Chittenden County. The Family Room is a Parent Child Center that supports young children and their families and helps the community to become healthier and stronger.

The Community Orientation Project Coordinator will develop, coordinate, and implement a bilingual community orientation program for families with young children within Spanish-speaking immigrant communities in Chittenden County. The role involves identifying, adapting, or creating hands-on educational modules to support families and foster a sense of welcome in their new communities. Collaboration with the project team and community-based organizations is essential to enhance the quality of life at both household and population levels.

RESPONSIBILITIES

- **Develop Educational Modules**
Identify, adapt, or create practical community orientation educational modules in collaboration with community partners.
- **Connect and Build Relationships**
Establish trust and rapport with families through on-site and home visits, addressing basic needs through direct service and referrals. Conduct family needs assessments and implement a family-centered, whole-person response.
- **Community Engagement**
Identify prospective family participants, encourage self-assessment, and facilitate goal-setting. Collaborate with trusted community members and local volunteers. Utilize a strengths-based empowerment approach for tailored educational activities.
- **Partnerships and Collaboration**
Establish partnerships with key education, health, and social service agencies in Chittenden County. Provide interpretation and translation services.
- **Regional Leadership**
Provide regional leadership to increase awareness and capacity to address the needs of newly arrived immigrant families. Serve as a resource for community-based groups.
- **Program Management**
Prioritize workload to ensure program targets are achieved using independent judgment. Maintain up-to-date databases and calendars, ensuring accurate and confidential data collection and storage to document all programmatic encounters as required by relevant grants. Prepare summaries and project reports.
- **Professional Development**
Attend conferences, training sessions, workshops, and staff meetings. Perform additional tasks and duties as assigned by the supervisor.

This role encompasses various responsibilities, all aimed at fostering a supportive and inclusive environment for families within the immigrant communities of Chittenden County. The Community Orientation Project Coordinator's dedication to educational and community-building initiatives is vital to the overall success of the program.

REQUIREMENTS

- Education and experience equivalent to a bachelor's degree in social sciences or humanities and two to three years of related experience.
- Bilingual (written and verbal) in English and Spanish with a strong understanding of the community to be served.
- Cultural agility required.
- Proficient in planning, organizing, and implementing programming for adults.
- Strong interpersonal and communication skills.
- Leadership skills with the ability to prioritize and respond to competing work demands.
- Proficient in computer skills, multimedia applications, and social media.
- Willingness to travel and work a flexible schedule, including evenings and weekends.
- Experience with immigrant and low-resource populations is highly desirable.
- Professional or personal familiarity with the migrant experience, including integrating into a new community and culture is desirable.

OTHER INFORMATION

- Shared office and program space on-site with occasional remote work possible.
- Required travel and home/community visits.
- Grant-funded position contingent upon further funding.

PHYSICAL DEMANDS & WORK CONDITIONS

- Extensive travel throughout Chittenden county, Vermont.
- Travel may be, at times, in inclement weather.
- Must be able to work odd hours and weekends on occasion.
- This job requires visiting a variety of home settings and local organizations and businesses, including farms.
- Lifting not to exceed 50 pounds.

COMPENSATION & BENEFITS

Position: Full-Time (40 hours per week)

Hourly Wage: \$25-27

Benefits: Health, dental and vision insurance, Retirement plan, Short term disability plan, Combined Time Off(CTO), Paid holidays, and more.

HOW TO APPLY

Please send a detailed, personalized cover letter and resume to our Executive Director, Josh Miller, at careers@thefamilyroomvt.org. Applications will be accepted until the position is filled.

Equal Opportunity Employer Statement

The Janet S. Munt Family Room values all members of our community. We seek to create an environment that respects and honors the diversity of individuals and their unique contributions to our mission. Our programs are designed to serve children and families who are diverse in many ways. The Family Room is dedicated to supporting the effective resolution of diversity, equity, and inclusion concerns. We have a Diversity, Equity and Inclusion (DEI) committee. Our DEI community recently held a workshop to build inclusive practices for our staff, and we continue to explore ways to make The Family Room more inclusive.