



## STRENGTHENING RURAL FAMILIES PHILOMATH COMMUNITY COORDINATOR

Feel passionate about helping families in your area and helping in your community? Strengthening Rural Families is a non-profit organization looking for a person to help coordinate family education classes, program promotion, and community events in Philomath.

### Description:

Act as point person to properly organize parenting classes and community events, including participant recruitment, marketing, finding and negotiating use of facilities, working with event collaborators, advertising volunteer opportunities, assuring necessary supplies, meal preparation, and childcare in Philomath. This person would also be responsible for assisting families with available resources, specifically implementing the Healthy Kids program signup in the Philomath area.

### Job responsibilities include:

- Immediately upon hire, attend Healthy Kids signup training and work with partners to be present for Healthy Kids signup opportunities.
- Communicate with class instructors to assure logistics are in place. Work with instructor throughout class to assure the class is going smoothly and proper paperwork is being completed.
- Recruit and supervise local childcare providers (paid and volunteer).
- Distribute promotional and advertising materials for RPI & SRF in the community.
- In partnership with the SRF Executive Director, assist building relationships with local families, school staff, churches and community groups, local government, and social service agencies that serve the local population.
- Continually track community needs related to maintaining healthy families. Conduct community assessments with the help of the SRF Executive Director, as needed.
- Assist families in connecting to community resources.
- Be responsible for class evaluations, and other information for grant reporting. Document hours worked, operate within budget and submit receipts for reimbursement.
- Be available on regular basis to answer questions regarding local SRF events, communicate with families that are registered for events, and participate in local events to increase community engagement in program.
- Participate in RPI Community Coordination Team.

### Job Skills Requirements:

- Excellent communication skills
- Time management skills and ability to work independently
- Attention to detail, organizational skills and completion of tasks
- **Strong connection to Philomath Schools and active involvement in Philomath community required**
- Background knowledge and experience in;
  - child development, family studies or public health and;
  - community work
- Bilingual in Spanish/English preferred

10-15 hours a week/\$12.50 per hour starting immediately, with limited, flexible hours during the summer. Position will continue based on performance and availability of funding. Must be willing to work flexible hours, including evenings and some Saturdays. Applicants should submit an application for employment, cover letter, resume, and three references from the community to Strengthening Rural Families, P.O. Box 1528, Philomath, OR 97370 or to [andrea.srf@ruralfamilies.org](mailto:andrea.srf@ruralfamilies.org). Position will remain open until filled. Application packets are available at the SRF office at 1229 Main Street, Ste. 101, or on the website: [www.ruralfamilies.org](http://www.ruralfamilies.org)