



# Parent Engagement Specialist

## Position Information

<b>Company</b>	Crosby Scholars Community Partnership <a href="http://www.crosbyscholars.org">www.crosbyscholars.org</a>
<b>Working Title</b>	Parent Engagement Specialist
<b>Job Category</b>	Professional
<b>Position Type</b>	Staff
<b>Cycle of Appointment</b>	12 months
<b>Hours Worked Per Week</b>	Part-Time
<b>Work Schedule and Hours</b>	Monday-Friday, some evenings and weekends required
<b>Salary Range</b>	Commensurate experience and qualifications.
<b>Job Summary</b>	<p>The Parent Engagement Specialist is responsible for helping to develop a Parent Engagement plan and for educating and engaging the parents/guardians/families of scholars to ensure they have current and accurate information needed to support their scholar's journey to post-secondary plans. Responsibilities include:</p> <ul style="list-style-type: none"><li>• Establish and coordinate the Parent Advisory Council</li><li>• Host Parent Enrichment Programming including welcome meetings and parent academy sessions</li><li>• Represent Crosby Scholars Program at school-based and community-based parent meetings</li><li>• Promote community resources to families</li><li>• Engage parents in creating the Crosby Scholars Strategic Plan</li><li>• Develop a parent network and platform</li><li>• Evaluate programming by administering surveys in coordination with the</li></ul>

	<p>Data Sharing Project</p> <ul style="list-style-type: none"> <li>• Report parent engagement statistics</li> <li>• Support Parental understanding of programming and services</li> </ul>
<b>Required Qualifications</b>	<p>A four year degree.</p> <p>Experience in leadership development, counseling, middle school – secondary – or higher education</p> <p>Excellent communication and relationship-building skills with families.</p> <p>The ability to work autonomously with limited supervision.</p> <p>Skilled in Microsoft Office Suite. Must be able to learn student database.</p> <p>Ability to work as a cooperative team player.</p>
<b>Preferred Qualifications</b>	<p>Demonstrated experience in project management and data management</p> <p>Proven experience working with diverse student populations.</p> <p>Ability to do public speaking in small and large group settings.</p>
<b>Desired Knowledge, Skills and Abilities</b>	<p>Ability to establish and maintain effective working relationship with others.</p> <p>Ability to respond quickly and effectively to uncertainty and constant changes.</p> <p>Ability to consistently be at work and on time, respond to management direction and solicit feedback to improve performance</p> <p>Ability to embrace and promote a diverse environment.</p>
<b>Working Conditions</b>	<p>Work will be performed in an office setting, remotely, at schools, special events, and at the Crosby Scholars Academy. Must be able to do light lifting and have a valid NC driver's license. A pre-employment background check and drug screening will be required.</p>

To apply, e-mail a cover letter, resume' or CV to Jewel Cherry, HR and DEI Officer, Crosby Scholars Program at [jcherry@crobscholars.org](mailto:jcherry@crobscholars.org). The review of applications will begin immediately and will continue until the position is filled.