

Next Generation Scholars

Director of Family and Community Engagement

Next Generation Scholars is seeking a social services professional who is deeply dedicated to serving low-income youth and their families to join our team as Director of Community and Family Engagement. NGS believes equal access to higher education is the key to making positive change within our community. Our mission is to level the playing field by providing dedicated, underserved students with all the advantages available to those of privilege. Our students are highly motivated and academically inclined, young scholars and who are looking for a challenge. NGS's' award-winning programs have resulted in outstanding outcomes:

- 100% of our scholars earn GPAs above 3.0 in the courses needed for admission into four-year colleges
- 100% of our students gain acceptance into four-year colleges with full financial aid
- 97% of all NGS Scholars have graduated from college in 5 years
- 88% of alumni are employed or volunteering in social justice organizations

POSITION

The Director of Community and Family Engagement must be able to meaningfully connect with our students and their families to effectively provide our families with the social service resources they need. You'll be joining a team that is hard working, flexible, fun and dedicated to our mission. We are looking for a team member who can work independently when needed and a self starter who can identify and develop new ideas that work effectively with existing programs.

DESCRIPTION

Reporting to the Executive Director (ED), the Director of Community and Family Engagement is responsible for enhancing the internal and external organizational infrastructure that will allow NGS to continue to grow and fulfill its mission.

The Director of Community and Family Engagement will manage the following functions:

Student Engagement

- Connecting students who need academic and social emotional interventions with appropriate resources.
- Demonstrate progress, attention and engagement with all cases with the ultimate goal of seeing each case through completion.
- Create and draft agreements with family, educational institutions and organization with detailed tasks for all parties.

Family and Community Engagement

- Assessing social services needs, such as food, healthcare, legal services, mental health services, etc.
- Connecting families in need of social services with appropriate resources.
- Plan and execute Parent College and home visit programs.
- Facilitate Food Parcel program, Free Store, and Hot Meal program.
- Track and evaluate social service needs, including family issues, health concerns, housing, legal support, and related areas of need.
- Serve as primary social service contact for families, teachers, schools, and service organizations.

Volunteer Management

- Screen, select, coordinate and schedule volunteer tutors.
- Train and support volunteers to ensure quality.
- Oversee all volunteer appreciation activities and events.

Administrative Support

- Collect and maintain all social service data and outcomes.
- Work with the executive team on curricular direction and new program development.
- And other duties as assigned.

QUALIFICATIONS

- Minimum of a Bachelor's degree; Master's degree in related field preferred.
- Strong understanding of the unique developmental needs of low-income children.
- Experience working with students and families from low-income, immigrant communities strongly preferred.
- Excellent communication skills, both written and oral.
- Proven organizational skills.
- A collaborative leadership style.
- Must be bilingual in English and Spanish.

This position is located on-site in San Rafael, CA. It is a full-time (40 hours/week) position and the working hours are Sunday 12 pm to 8 pm and Monday through Thursday 11 am to 7 pm.

COMPENSATION AND BENEFITS

Compensation is \$45,000 - \$65,000 annually based on experience and qualifications. Benefits include health insurance, dental/vision, vacation days, sick time, and 11 holidays per year.

Next Generation Scholars is fully committed to diversity and inclusion. As an equal opportunity employer, Next Generation Scholars does not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristics protected by federal, state, or local law.

HOW TO APPLY:

ague@nextgenerationscholars.org
<http://www.nextgenerationscholars.org>

Email Resume and Cover Letter as two separate PDF attachments to Ague Ortega, Director of Academics & Admissions, ague@nextgenerationscholars.org. Please include in the subject line: Application – Director of Family and Community Engagement. (Resumes without cover letters will not be considered).