



**Job Title:**

Manager of Family Engagement  
Full Time, Exempt

**Reports to:**

Director of Early Childhood Initiatives

**Position Summary:**

**SPARK – Strong, Prepared And Ready for Kindergarten** is an education initiative of Fox Valley United Way. An Early Childhood Collaboration, SPARK connects underserved Aurora families with early education and childcare opportunities that prepare their young children for success in school and life.

The Manager of Family Engagement will work closely with the Director of Early Childhood Initiatives and local human service agencies serving vulnerable Aurora families. His/her role will be to assess the early childhood needs of local children age birth to five within human service programs and ensure that they have access to resources and services that will support the well-being of Aurora’s children and families.

In summary, the Manager of Family Engagement will serve as the connector for agencies and families, ensuring that a seamless pipeline of services is accessible for families and their children, making sure that the goals and objectives of various strategies and programs led by SPARK are achieved.

This position leads and guides the Family Engagement team to ensure that SPARK’s established work plans, strategies, goals, and objectives are met.

**JOB RESPONSIBILITIES:** (Essential functions of the job)

- Maintain a thorough understanding of essential social services program requirements for underserved Aurora families with children age birth to 5
- Represent and market SPARK to education, social service, health, business and civic organizations
- Support and maintain effective professional relationships with county, city and community organizations on behalf of SPARK
- Coordinate, support and attend the SPARK monthly collaboration meetings
- Maintain and grow the SPARK network of collaborative partners within the Aurora Community
- Work closely with human service agency coordinators for the purpose of identifying eligible families and maximizing resources and opportunities for those families
- Develop and implement strategies for educating and connecting families to vital resources that support the child and family’s overall needs
- Identify barriers for children and families to access and use resources
- Work with the Director of Early Childhood Initiatives to plan, create and implement new initiatives for low-income families with children based on Community Needs Assessment Data
- Participate in trainings, seminars and workgroups that focus on reaching vulnerable families
- Program Tracking and Reporting – ensure that all data and evaluations are completed and recorded into the data tracking program for SPARK on a regular basis
- Support grant reporting and evaluation

- Meet with Supervisor for reflective supervision, to receive and offer feedback, and for performance evaluation
- Maintain the highest level of participant confidentiality
- Coordinate the intake of all families that participate in the FVUW Holiday Assistance Program
- Perform other job-related duties as assigned by the Supervisor

## **COMPETENCIES:**

To perform this job successfully, the incumbent should demonstrate the following competencies:

- Knowledge of Community Systems Building
- Knowledge of Early Childhood Development
- Knowledge of Case Management
- DEI sensitivity
- Excellent communication, interpersonal and networking skills
- Self-directed
- Must be able to use MS software and other programs such as Smart sheets, Canva, etc.
- Must be organized and able to meet deadlines

## **JOB REQUIREMENTS:**

Incumbent must have a passion for working in a mission driven organization.

### Education:

- Bachelor's Degree in Early Childhood, Social Services or Business Administration
- Bilingual, desirable but not required

### Experience:

Three years minimum experience working with families from low-income and priority populations (vulnerable populations), demonstrating a deep understanding of institutional poverty and the cultural framework of the Aurora community

Flexibility to work an occasional night or occasional weekend hours may be required for the successful completion of activities. Must be able to lift and carry or otherwise move 25 pounds.

**SPARK** – Is an Early Education Initiative of Fox Valley United Way

## **DISCLAIMER:**

This job description is intended to convey the essential functions of this position, and it is not intended to be an exhaustive list of skills, duties, responsibilities, or working conditions associated with the position.

For more information contact [spark@foxvalleyunitedway.org](mailto:spark@foxvalleyunitedway.org)