

## Elmira City School District

### BRIDGE Program Coordinator

<b>Description</b>	Program Coordinator for BRIDGE Project funded through My Brother's Keeper Family and Community Engagement Program Grant
<b>Terms of Employment</b>	30 hours/week/52 weeks Reports to Project Director
<b>Qualifications</b>	The ideal candidate will have extensive familiarity and strong connections with the families, community organizations, agencies, and institutions in the Elmira City School District. In addition, the candidate will be highly organized and possess excellent communication and collaborative skills. He or she should have proven success in administering community programming.
<b>Responsibilities</b>	<p>The Program Coordinator will have responsibility for staff and programming that supports the direct family service and the outreach components of the BRIDGE Project. The goal is to build connections between the district and families, specifically those most at risk, and expand their access to district and community services and resources. The Program Coordinator will</p> <ul style="list-style-type: none"><li>• Collaborate with the SEL Team and project partners to contact and invite district families to participate in mentoring advocacy and outreach programs and publicize programs through all available district and community channels</li><li>• Work with district Family and Community Outreach Coordinators (FCOCs), School Resource Officers (SROs), other district staff, and project partners to establish channels of communication, coordinate resources, and integrate programming into the district infrastructure to sustain outreach beyond the grant period</li><li>• Publicize program events using established district channels and expanded electronic communication platform</li><li>• Coordinate and oversee the BRIDGE Navigator mentoring advocacy program<ul style="list-style-type: none"><li>▪ Collaborate with the SEL Team and project partners to recruit 15 diverse male and female BRIDGE Navigators</li><li>▪ Oversee delivery of family development training program by Cornell Cooperative Extension for Navigators</li><li>▪ Establish mentoring advocacy protocols for Navigators and oversee their implementation in collaboration with the Project Director</li><li>▪ Match Navigators with families</li><li>▪ Work with Navigators to facilitate initial contacts with families in the mentoring advocacy program</li><li>▪ Provide formal opportunities for Navigators to meet FCOCs and other district staff</li><li>▪ Conduct regular observations of Navigators' home visits and interactions with families</li><li>▪ Coordinate quarterly group meetings—either in-person or virtually—for Navigators and their families to build collaborative networks and plan structured activities</li><li>▪ Provide data and feedback to Project Director on effectiveness of mentoring advocacy program</li></ul></li></ul>

- Collaborate with Navigators, project partners, FCOCs, SROs, and district staff to implement outreach programming for all families that integrates cultural responsiveness and key family development/engagement strategies
  - Work with the district and project partners to coordinate materials and publications for permanent Resource Hubs at two community sites
  - Coordinate with Navigators and FCOCs to staff Resource Hubs and provide drop-in ask-and-answer sessions
  - Coordinate and staff “pop-up” Resource Hubs as part of city events, such as the Wisner Farmers’ Market, Juneteenth celebrations, etc.
  - Schedule and coordinate structured group activities facilitated by project partners, Navigators, and FCOCs that specifically develop families’ capacity to support their children’s educational goals, including Listening Sessions and Parent Academies
  - Collect attendance data and other feedback on all outreach activities for the purpose of evaluating and improving programming
- Work with fellow members of the Steering Committee to review data to support ongoing adjustment and improvement of programming
- Meet with Navigators a minimum of twice/month as a group and/or individually to discuss and collect feedback and other program data, review their logs, troubleshoot issues, plan activities, build collaboration, and ensure alignment to project goals and objectives
- Coordinate with the BRIDGE SEL Team to recruit district parents and guardians to newly established Parent Action Councils to take leadership roles in developing policies and procedures
- Collaborate with the Project Director and Steering Committee members to expand programming and partnerships
- Provide accounting of Navigator hours and other program expenses to Project Director