



Our Vision:

All young children grow up to be healthy, happy, independent and resilient

Our Mission:

Build relationships, educational experiences and connections to resources that ensure all young children and families in our community thrive.

Job Title: Triple P Coordinator

Reports To: Executive Director

Status: Part-time, evening and/or occasional weekend hours may be required.

This position is contingent upon grant funding.

JOB SUMMARY:

Triple P Coordinator

Watertown Family Connections is seeking an individual to join its team. This position oversees the day-to-day activities of the Triple P program which include: recruitment of participants, coordinating facilitators, and marketing the program. The TP Coordinator will assist the Executive Director by handling administrative tasks and serving as the liaison with partnering agencies and organizations. This position operates within WFC's mission, vision, and values, which are incorporated in all aspects of job performance, and according to WFC's policies and procedures and culturally informed best practice standards.

Major Responsibilities

- Overseeing all the administrative aspects of the program including coordinating facilitators, entering and managing data, reporting and quarterly Community of Practice meetings, and other duties as assigned.
- Participating in and coordinating ongoing recruitment and outreach of program participants.
- Promote parent education
- Prepares marketing and communication materials for the Triple P Positive Parenting program.
- Maintain /develop TP schedule of Seminars, workshops, etc
- Update website, calendars, social media.
- Attend TP events (virtual and in person); support person for events
- Working knowledge of WFC Resource Network

Qualifications

Desired Education and skills:

- Bachelor's Degree preferred but not required
- Working with children and families: 2 years (Preferred)
- Knowledge of normal child growth/development and parent-child relationships.
- Ability to relate to families from a strength-based model and approach families from a family-centered service model.
- Flexible availability that might include weekend and evening hours.
- Ability to establish and maintain personal/programmatic boundaries, while providing supportive services.
- Ability to maintain client confidentiality.
- Experience working with culturally diverse communities/families.
- Good verbal and written communication skills
- Proficiency with online virtual meetings
- Computer literacy in MS Office Suite
- Social Media knowledge
- Excellent organizational, interpersonal, and communication skills.
- Demonstrates the ability to be reflective.

Language:

- Bilingual (Preferred but not required)

License/Certification:

- Driver's License (Required)

Willingness to travel:

- 75% (Required)

Work Location:

- Hybrid (office/home)

How to Apply:

Interested individuals should send a resume and cover letter outlining how they meet the specific requirements to: Stephanie@watertownfamilyconnections.com

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted. Please note candidates will be required to submit to our background and reference checking process..