



SCHOOL2HOME PARENT TRAINING COORDINATOR

ORGANIZATION SUMMARY

Our mission is to prepare Los Angeles students for success in college, career, and life. Working through a network of high-performing, community-based schools and a portfolio of programs that reach students throughout LA County, the LA Promise Fund creates vibrant community hubs and partnerships that foster motivated, engaged, and directed students poised for academic, professional, and personal success.

LA Promise Fund is a unique hybrid, operating programs in partnership with Los Angeles Unified School District at two traditional, comprehensive high schools and a middle school, as well as operating two charter schools in South LA. Further amplifying its impact, the LA Promise Fund runs high profile, far-reaching programs and engagement opportunities available to students and teachers across Los Angeles County.

To learn more about LA Promise Fund visit www.lapromisefund.org.

POSITION SUMMARY

The Parent Training Coordinator will report to the Director of Parent Engagement and be primarily located at John Muir and LA's Promise Charter Middle School. The Parent Training Coordinator will be heavily involved in the School2Home program that engages parents in a series of technology workshops and other LA Promise Fund Promise Parent initiatives which engages parents to build capacity to best support their child's academic success. This position will ensure that School2Home program goals are met. Specifically, the Parent Training Coordinator will outreach to parents to ensure their participation in the School2Home program and LA Promise Fund Promise Parent program initiatives. The position is a full-time, non-exempt position. In addition, this position is a grant funded position contingent upon annual grant renewal.

RESPONSIBILITIES AND DUTIES

- Assist in implementing School2Home and Promise Parent engagement initiatives and programs - specifically **recruitment and execution**
- Assist in the identification, recruitment, retention and training of parent participants
- Lead phone-banking efforts as needed
- Meet with the School2Home Program Manager and LA Promise Fund staff to discuss the progress of the outreach and registration process in reaching the

training target numbers.

- Keep accurate and timely records of parent involvement and contact information/databases.
- Assist in generating monthly reports on the number of parents that completed the required training and send to the School2Home Program Manager and LA Promise Fund staff.
- Plan, coordinate, and facilitate parent workshops and trainings in an effective manner
- Provide interpretation/translation as needed.
- Attend various school community meetings to recruit parents as needed
- Work with the School2Home Leadership Team to identify a strategy for successfully engaging the “hard to reach” parents targeted by the program
- Support the daily function of the site based Parent Center
- Other duties as assigned

CANDIDATE REQUIREMENTS

Education and Experience

- High School Diploma or equivalent required
- Previous experience presenting or facilitating workshops

Knowledge, Skills and Abilities

- Bilingual Spanish/English
- Create and maintain a positive attitude in the work environment
- Proficient in Word, Excel and Outlook
- Ability to work with others in a calm, positive, and professional manner
- Entrepreneurial - a hard worker with a high energy level, an action-oriented individual who excels in an unstructured environment
- Ability to overcome obstacles and problem solve
- Commitment to LA Promise Fund’s mission and approach to school reform
- Must clear a criminal background check

HOURS

This position is 40 hours per week with excellent, full benefits package. Occasional weekend and evening hours.

HOW TO APPLY

E-mail your cover letter and resume to careers@lapromisefund.org.