



POSITION ANNOUNCEMENT FAMILY RESOURCE COORDINATOR

TITLE: Family Resource Coordinator/Neighborhood
School Centers

EFFECTIVE DATE: September 13, 2021

FLSA CLASSIFICATION: Exempt

LOCATION: Dayton, OH

REPORTS TO: President, Omega CDC

POSITION TYPE: Full time

ABOUT OMEGA CDC

The Omega CDC is a 501(c)(3) non-profit organization established by the Omega Baptist Church in 1997. Our mission is to equip individuals, families, and children with resources, tools, and opportunities to break the cycle of generational poverty and achieve self-sufficiency through education, workforce development, and advocacy. With over 20 years of active involvement in the community, Omega CDC has developed a strong presence in Northwest Dayton and built a unique level of trust and familiarity with thousands of local residents and numerous community organizations. To strengthen and expand its impact, the Omega CDC has developed a multi-phased strategic plan to re-develop a 30-acre property in Northwest Dayton in collaboration with government, education, healthcare, and other nonprofit and social service agencies in Dayton and across Miami Valley. The multi-phase plan entails building a community center, the Hope Center for Families, which is currently under construction and scheduled to open in October 2021; a senior housing facility, the Omega Senior Lofts, which opened May 30, 2020; dedicated space for outdoor recreation; an amphitheater; and a worship center.

OMEGA CDC VISION

Omega Community Development Corporation equips individuals, families, and children with resources, tools, and opportunities to break the cycle of generational poverty.

OMEGA CDC MISSION

Omega Community Development Corporation seeks to transform Northwest Dayton into a community supportive of children and families by focusing on three aspects of community development: youth development, family development, and economic development. Programming focuses on breaking the cycle of generational poverty by achieving self-sufficiency through education, employment, economic development, and advocacy.

OBJECTIVE OF THE POSITION

The Family Resource Coordinator (FRC) is a relationship builder who forges partnerships that align community resources to benefit the school, students, families, and the neighborhood. The FRC builds relationships with many people within and outside of the school. The Family Resource Coordinator is employed by the Omega Community Development Corporation to work closely with the Principal and is part of the Fairview Pre-K-6 Building Leadership Team. The FRC engages faculty, staff, students, and families. Reaching out to the community, the Family Resource Coordinator is the

liaison for neighborhood residents, associations, nonprofits, businesses, religious organizations, and other potential partners.

REPORTING RELATIONSHIPS

1. The FRC is hired and evaluated by the President of the Omega Community Development Corporation.
2. The FRC is an important member of the Principal's Building Leadership Team and plays an integral role on this team in orchestrating community resources and aligning community partnerships to bring resources to the students and families of the school.

SKILLS AND QUALIFICATIONS

This position requires excellent networking, communication, and interpersonal skills, and a demonstrated ability to develop and maintain relationships with community-based organizations, families and children, educators, and volunteers. A Bachelor's degree is required and equivalent work experience is preferred. Strong management skills and the ability to organize and prioritize work and successfully facilitate multiple projects are necessary skills.

DUTIES & RESPONSIBILITIES

- Facilitate communication and relationship-building with faculty, staff, students and other key stakeholders to assess and meet the needs of students and teachers.
- Engage families and the community in partnerships that meet the critical needs of students and support student achievement.
- Collaborate with neighborhood associations, organizations, residents, and community leaders to share resources that would be beneficial to the school, students, families, and community.
- Participate as an active member of the Building Leadership Team.
- Attend weekly Omega Community Development Staff Meetings and monthly meetings with the President of the Omega CDC and the Principal of Fairview Pre-K-6 school.
- Attend monthly Family Resource Coordinators/Neighborhood Schools' meetings to report on your school activity, share ideas, seek support networks with community organizations and businesses, and to participate in professional development opportunities to assist with better serving our school, students, and families.
- Coordinate interns and volunteers
- Prepare monthly reports for submission to school, district, and Family Resource Coordinators'/Neighborhood Schools network regarding resource activity and progress
- Serve as a key information contact for non-school day schedule, communicate and coordinate activities, and act as the key community contact person for the school. Ensure supervision and coordination of programming during and beyond the school day for students, families, and the community during extended daily hours and year-long.

NEIGHBORHOOD SCHOOLS GUIDING PRINCIPLES

Seven principles guide the Neighborhood School Center approach to school transformation and provide a framework that undergirds each of the community school implementation standards.

1. **PURSUE EQUITY** - Educational excellence and equity are inseparable. Neighborhood schools work actively to identify and confront policies, practices, and cultures that keep students of different backgrounds and races from achieving equitable outcomes. Neighborhood schools proactively and intentionally empower those typically disempowered by barriers to participation.

2. **INVEST IN A WHOLE-CHILD APPROACH TO EDUCATION** - Meaningful teaching and learning embrace but goes beyond mastery of core academic subjects to include youth development principles; holding high expectations for children, youth, and adults; and developing their social-emotional, health, critical thinking, and problem-solving skills.
3. **BUILD ON COMMUNITY STRENGTHS TO ENSURE CONDITIONS FOR LEARNING** - Neighborhood schools utilize the assets of the entire community - including the gifts of people who live and work there, parents, families, residents, and community partners to create the optimal learning conditions for each student.
4. **USE DATA AND COMMUNITY WISDOM TO GUIDE PARTNERSHIPS, PROGRAMS, AND PROGRESS** - Reliable and community-specific data, coupled with the wisdom of youth, families, and residents, guide how educators and community partners work together to achieve measurable results.
5. **COMMIT TO INTERDEPENDENCE AND SHARED ACCOUNTABILITY** - Student success requires explicit investment in collaborative planning and implementation between educators and community partners and across program areas and disciplines. Mutually agreed-upon results and related indicators, as well as written agreements, enable educators and community partners to hold each other accountable.
6. **INVEST IN BUILDING TRUSTING RELATIONSHIPS** - Deep collaboration takes dedicated effort and time and becomes evident in the daily formal and informal social exchanges within a school community and between the school and the broader community. Trusting relationships fuel school transformation by helping to create a nurturing safe, respectful climate where caring adults, families, and students come to rely on each other as part of a shared approach to student success.
7. **FOSTER A LEARNING ORGANIZATION** - Improved student learning depends on a school community where educators and community partners work together towards continuous improvement. Time and support are available for individual and collective reflection and adjustment as well as shared learning and professional development, to facilitate responsiveness to student needs. In combination, and when guided by a coherent and rigorous vision of how students, schools, and communities can thrive, these principles provide a strong foundation for the pursuit of the community school strategy.

LICENSURE OR CERTIFICATIONS REQUIRED:

Driver's license, insurance, and operational vehicle required.

WORKING CONDITIONS:

Work is performed primarily at the Fairview PreK-6 school in Northwest Dayton. Some local travel is required for meetings and required presentations.

TYPICAL WORK HOURS:

Normal work hours are 10- 7, Monday through Friday.

COMPENSATION:

\$40- 50,000/year plus benefits. To apply, submit your cover letter and resumé to omega-cdc.org with "Family Resource Coordinator" in the subject line. Applications close on August 27, 2021.

NON-DISCRIMINATION POLICY

Omega CDC shall not discriminate because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, military status, place of birth, age, marital status, or disability in any of its activities or operations. These activities or operations include actions against any employee, applicant for employment, subcontractor or vendor; or applicant for services, family, or child in its programs or activities. We are

committed to providing an inclusive and welcoming environment for all families, children, and staff who are part of Omega CDC.