

## **JOB DESCRIPTION**

### **Family Engagement Specialist: *Succeeding in School and Life: A Parent Empowerment Program***

#### **Summary of Functions:**

This position is dedicated to supporting parents and their children with intellectual and developmental disabilities, including those with Individualized Education Plans (IEPs) and 504 Plans. The role centers around the *Succeeding in School and Life: A Parent Empowerment Program (S&L)* and is responsible for the full scope of program coordination, promotion, implementation, and management.

Key responsibilities include enrolling families into the S&L program, maintaining consistent and meaningful engagement, and cultivating strong, trusting relationships with participants. The role demands proactive and responsive communication with families—sharing program opportunities, addressing unique family needs, and connecting them with tailored resources both within The Arc Pikes Peak Region and in the broader community. This is a highly relational role that emphasizes empowerment, advocacy, and individualized support to help families thrive in both educational and life domains.

A vital aspect of this role is overseeing the logistics of program events to ensure they are well-executed, meaningful, and enriching for participating families. This includes management and execution of each event—from initial planning and concept development to implementation, clean-up, and post-event organization of materials and documentation.

Additionally, this position is responsible for maintaining accurate, up-to-date records within the Succeeding in School and Life (S&L) program database. This includes documenting all outreach, communication, and engagement efforts with families and partner organizations to ensure program continuity, track impact, and support the ongoing success of events and services.

The Family Engagement Specialist actively collaborates with Arc-PPR staff and community organizations to support family needs. This role also assists with the development and delivery of engaging, educationally based social programming. It represents the S&L Program at community events and organizational initiatives and strengthens visibility and impact of The Arc Pikes Peak Region.

This position reports directly to the Advocacy Coordinator and may include additional duties as assigned.

**Reports to:** Advocacy Coordinator

#### **Essential Job Duties:**

##### **Family Support:**

- Provide information to interested families about the S&L program, The Arc of the Pikes Peak Region, what we do, the supports and resources available, and how we might be able to help them.
- Connect families with S&L support staff to empower and educate S&L parent participants to be their child's primary educator/advocate.
- Coordinate the delivery of relevant workshops to families and children participating in the S&L Program.

##### **Program Support**

- Educate families, educators, and the community about the S&L program's education-based events and social opportunities.
- Co-plan program activities that support the needs of children and young people with Intellectual and Developmental Disabilities. Develop materials and communication materials for these events.
- Co-lead biweekly team meetings, help set agenda items and keep records of meeting notes.
- Maintain accurate and current records in the S&L program's database.

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- Document all outreach and communications with families and community organizations.
- Ensure continuity and coordination of events, services, and program supports through thorough and timely record-keeping.
- Manage communication and outreach for all S&L program events to include, but not limited to home school sessions, parent support groups, guest speakers on topics of interest/need for parents.
- Provide consistent and timely communication of S&L program events via Facebook group updates, text blasts, website registration and information updates, etc.
- Connect with outside resources and agencies in supporting and creating awareness of the S&L program.
- Design engaging and accessible program event flyers that creatively communicate key event information ensuring that the materials are visually appealing and easy to understand.
- High degree of schedule flexibility to include weekends and evenings.

### **Reporting**

- Monitor overall participation and engagement in the S&L program. This includes developing program/event feedback, documenting types of activities offered, and following up with families to ensure increased and consistent participation in program events.
- Maintain and oversee S&L program reporting data via monthly reports to the Advocacy Coordinator for purposes of program improvement, planning, and gauging program outcomes.
- Provide ongoing status reports to the Advocacy Coordinator.

### **Knowledge, Skills and Abilities:**

1. *Empathy and Relationship-Building:* Demonstrates compassion and builds strong, respectful relationships with families, children, and colleagues.
2. *Collaborative Teamwork:* Strong interpersonal skills with the ability to work effectively within a team and across community partnerships.
3. *Mission-Driven Leadership:* Embraces a servant leadership mindset and aligns work with the mission of The Arc Pikes Peak Region.
4. *Communication Skills:* Communicates clearly and effectively in both verbal and written formats.
5. *Cultural Competence:* Able to engage and collaborate with individuals from varied backgrounds and perspectives.
6. *Organizational Skills:* Detail-oriented with the ability to manage multiple tasks, maintain accurate records, and stay organized.
7. *Tech Proficiency:* Comfortable using technology and digital tools (e.g., Canva, Google Workspace, Excel) for communication, planning, and data management.
8. *Problem-Solving and Adaptability:* Thinks creatively and flexibly to resolve challenges and respond to evolving program needs.
9. *Independence and Judgment:* Works independently with maturity, discernment, and accountability.
10. *Relevant Knowledge and Experience:* Familiarity with I/DD services, disability waivers, special education supports, and/or experience working with families in educational or support settings is highly desirable.

### **Qualifications:**

- A bachelor's degree is strongly preferred.
- Candidates with lived experience supporting individuals with disabilities and navigating related challenges are highly encouraged to apply.
- Prior experience working with families of students with special learning or behavioral needs in any setting is preferred.

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- Experience in event planning and/or agency coordination is a plus.
- Must possess a current, valid driver's license and maintain active automobile insurance.
- Successful completion of a background check and pre-employment drug screening is required.

### **FLSA Status:**

Full-Time

Non-Exempt

Wage range - \$20.00 - \$24.00