

Family and Community Support Coordinator

Job Summary

Starting Point is looking for a creative, energetic individual for a new role, Family and Community Support Coordinator. This individual will implement activities to recruit and engage with foster/adoptive caregivers and provide ongoing support to providers and families navigating foster/adoptive and kinship care programs.

Duties and Responsibilities

- Provide outreach to individuals expressing interest in becoming foster parents, working in partnership with county departments of children and families.
- Respond to questions and information requests from current and potential providers, families and community agencies via phone, email and committee meetings by providing up-to-date information and connection to community resources.
- Develop reports and maintaining records of outreach activities and prepare reports as needed.
- Conduct presentations to target audiences including children service agencies, parents, and community partners to spread awareness, generate referrals, and cultivate relationships.
- Organize and lead regular meetings to build and maintain strong relationships in order to facilitate and advocate for the children's services system.
- Recruit potential foster/adoptive caregivers and complete initial screenings to identify qualified candidates to refer for final approval.
- Coordinate the scheduling of special events such as workshops, fairs and presentations and staff events, including set up and appropriate materials for distribution.
- Develop, implement, and evaluate an outreach plan that includes staying informed of current children services policy and procedure changes as well as community specific resources to share with current or potential foster/adoptive caregivers, families and community partners.
- Work with the Manager of Communications to create promotional materials and informational resources for internal and external purposes, including fliers, newsletters, website and social media content when needed.
- Occasional evening and weekend hours needed to support program and community needs.

Qualifications

Minimum of Bachelor's Degree in Social Work, Nonprofit Administration, Business or related field; Masters preferred. Candidates should have 1-3 years' experience and a demonstrated ability to take knowledge and transform it into exciting and useful messages, and disseminate it to the right audiences through the best distribution channels is critical. Must have computer skills, including proficiency in MS Office (Word, Excel, Outlook, and PowerPoint) and Adobe Acrobat. Must demonstrate ability to communicate with a diverse range of people and formal organizations. Must be able to organize, prepare, and write reports. Must have ability to work with an interdisciplinary team. Use of personal vehicle may be necessary.



- Knowledge of local community resources and experience with local children services and/or foster care system.
- Ability to interact with families of different backgrounds and cultures.
- Ability to make public presentations and to interact with service professionals.
- Ability to manage multiple tasks and assignments.
- Proven ability to maintain timely and accurate records/data for program reporting.
- Proficiency with technology and experience with Microsoft Office Suite.
- Valid driver's license and car insurance with access to own transportation.
- Bilingual English/Spanish is a plus.