

Position Announcement Site Coordinator Position

The Family Success Center model is grounded in the belief that families and residents are fundamental to building healthy communities and recognizes the positive impact that comprehensive support can have on their overall well-being. The Family Success Center will promote resident and family well-being and improve community safety within the identified cluster, which includes Carver, Langston, and Kingman Park neighborhoods. E/BFSC is seeking a full-time (benefits eligible) Site Coordinator to manage the daily activities of the Family Success Center serving targeted communities in Ward 5 and 7. Under the direction of the Program Director, this position develops and coordinates the programs and initiatives of the Family Success Center. The incumbent will conduct outreach and engagement activities with key community members and entities in order to support and strengthen families and children within the defined community. They will help identify and/or create supportive networks and enhance the community's capacity to care for children and strengthen families. They will be responsible for the daily management and oversight of Center programs and activities, partner engagement, focus groups, and community outreach activities; and supervise the Service Navigators and Program Assistant. All activities are conducted in accordance with the organization's established policies and procedures, contract requirements, legal requirements, and best practice standards.

Qualifications and Other Important Details

1. Bachelor's degree with a minimum of three years of experience in a community-based setting or a minimum of five years of community experience.
2. Valid driver's license, copy of driving record and proof of valid auto insurance required.
3. Successful Completion of Background Clearance Process
4. Ward 5 residents and Carver, Langston and Kingman Park residents are encouraged to apply.
5. Pay range: \$61,000.00 - \$65,000.00 per year

This position offers an opportunity to make a meaningful impact on the lives of families and individuals within the community while working with a dedicated team committed to excellence and service.

If interested, please submit your resume to resume@ebfsc.org.