

# UpValley Family Centers Community Schools Program Coordinator



**Employment Type:** 1.0 FTE (non-exempt)

**Starting Salary:** \$28.15/hour or based on experience

**Benefits:** Our competitive benefits package includes full health, dental, and vision insurance, 401K plan, paid vacation, holiday and sick leave

**Location:** Calistoga school-based offices

**Hours:** Weekdays 8:30am-5pm

**About [UpValley Family Centers \(UVFC\)](#):** UVFC is a dynamic nonprofit organization that provides prevention services to strengthen children, adults and families. Our mission is to provide guidance, support, and resources in the community, in the home, and for the individual, so that everyone can achieve a better life. We partner with early childhood programs, school districts, nonprofits and city and county agencies. Through our offices in Calistoga and St. Helena, and on school campuses, we offer a broad scope of programs and services reaching over 3,000 people annually.

UVFC seeks a results-oriented Program Coordinator for the Calistoga Community Schools Initiative. The Calistoga Community Schools Initiative (CCSI) is a collective impact, public-private partnership of over 30 organizations, including the Calistoga Joint Unified School District, UVFC, local preschools, and nonprofits. CCSI has a vision that every child will graduate high school ready for college and career. The CCSI Program Coordinator is responsible for coordinating with partner organizations to provide direct services to children, teens and families in the Calistoga Joint Unified School District. The CCSI Program Coordinator works closely with school administrators and staff, youth and parents, funders, and partners to address emerging and unmet student and family needs through collaborative action. The Coordinator reports to UVFC's Education Program Manager.

## **RESPONSIBILITIES:**

- Lead program and service coordination activities for the Calistoga Community Schools Initiative (CCSI), provided onsite at Calistoga Elementary School and Calistoga Junior Senior High School, including:
  - Work collaboratively with school administrators, teachers, parents and youth to identify needs and to develop programming that is community responsive.
  - Coordinate UVFC's and partner organizations' supplemental student and family activities that support children's academic success, including but not limited to kindergarten readiness services, mental health services, youth mentoring, tutoring, substance abuse prevention, and leadership activities.
  - Work collaboratively with school and district administrators to integrate and align non-academic services with school priorities and increase accessibility of school campuses to parents, community members and students, including coordination of UVFC school-based services.
- Develop, manage and sustain partner relationships with city, county and nonprofit agencies to provide supports to students and families. Develop partner MOUs outlining clear roles, responsibilities and timelines; support or provide programmatic direction to partner organizations' personnel according to agreements and MOUs.
- Prepare for and convene meetings of partners to share information and work on joint projects. Facilitate partner meetings, multi-disciplinary meetings, planning sessions, joint

work plans and conflict resolution processes. As needed, assist the Education Program Manager to provide staff support for CCSI steering committee meetings.

- Help to institutionalize decision-making roles for parents and students. Support youth leadership development, parent engagement and family support throughout all Calistoga Community Schools Initiative efforts. Lead planning for annual Town Hall event to engage students, parents, school staff and residents in a topic-based community feedback session.
- Assist the Education Program Manager to ensure the CCSI collective impact evaluation is on track, working with external evaluators, district staff and partner organizations to collect, share, and analyze data, develop reports, and facilitate learning on the impact of the CCSI. Work with UVFC's Data Analyst to review and analyze relevant UVFC program data.
- Represent UVFC in public or partner meetings. Participate as needed on the school site council, English Language Advisory Committee, or other school leadership meetings.
- Attend workshops and trainings that advance and elevate the work of the CCSI.
- Assist with resource development, including grant proposal and report writing.
- Other duties as assigned.

### **QUALIFICATIONS:**

An appropriate combination of education and experience to perform the essential duties is required. The ideal candidate will have:

- Experience in direct social service delivery and collaborative services models in a non-profit, education or human services setting.
- A high degree of cultural awareness and capacity in cross-cultural practices.
- Strong facilitation and presentation skills that foster collaborative action, including thorough meeting preparation, timely communication, and managing follow-up activities.
- Knowledge and appreciation of the challenges faced by educators and schools, and the ability to be solution-oriented using problem solving and teambuilding skills.
- Experience in school-based service delivery, including student and family engagement.
- Ability to use creativity in addressing challenges, and use mediation to attain win-win situations.
- Detail-oriented. Experience with data collection and evaluation of programs.
- Comfortable using the computer as tool to communicate, research, monitor programs.
- Strong written and verbal communication skills. Bilingual in English and Spanish, preferred.
- Knowledge of Napa County is preferred.
- Bachelor's Degree or equivalent experience is required; Master's Degree preferred.

### **OTHER DETAILS:**

Occasional weekend and evening work is anticipated. Must possess a valid driver's license and insurance. A fingerprint background check and TB test is required. UVFC requires proof of COVID vaccination or weekly COVID testing.

### **APPLICATION PROCESS:**

Please submit a resume and thoughtful cover letter to [mrodriguez@upvalleyfamilycenters.org](mailto:mrodriguez@upvalleyfamilycenters.org). Please no phone calls or walk-ins.

The UpValley Family Centers of Napa County is an equal opportunity employer.