



Literacy in Community (LINC) mobilizes resources in high-needs neighborhoods in Manhattan, Brooklyn, Queens, The Bronx, and Staten Island to surround children with literacy-rich environments in their homes and neighborhoods. Our community-based approach fosters early literacy development to nurture generations of lifelong learners and empowers parents to become literacy advocates. LINC's vision is to harness the power that exists in every community to make literacy a value and a right of *all* children.

A pioneer in the field of early literacy, LINC leads several collective impact initiatives in addition to its comprehensive programs and has won multiple Nonprofit Excellence Awards in recognition of its high level of Overall Organizational Management, including in Financial Management and for Excellence in Resource Development and Fundraising.

Job Title: Family Engagement Specialist, Full-Time

Reports to: Neighborhood Manager

Location: NYC area – LINC is a hybrid work environment. This role will require regular onsite and field presence, with the flexibility to work remotely.

Work Schedule: 5 days/week, with events requiring varied work hours and weekend work

Salary Range: \$50,000 - \$55,000, depending on experience, Benefits, and robust Paid Time Off offered

How to Apply:

To submit an application, please email your brief cover letter and resume to: jobs@lincnyc.org with **"Family Engagement Specialist "** in the subject line.

Position Summary:

The Family Engagement Specialist is responsible for sustaining, deepening, and growing LINC's relationships with parents, care providers, and families across the target LINC community to ensure that families gain the knowledge and skills to support their children's literacy development through our Community Literacy Model. Reporting to the Neighborhood Manager and working in collaboration with our program team, the Family Engagement Specialist generates enthusiasm among families, connects them to each other and to early literacy resources and opportunities, and builds community and support for our mission. The role establishes high standards of performance in the effective recruitment and retention of parents and families across all of our programs and events. Ability to travel within our LINC neighborhoods is required.

As a member of the LINC team, the Family Engagement Specialist will work in collaboration with internal LINC departments as well as with key staff implementing LINC programming in our neighborhoods.

Responsibilities

- Maintain and grow relationships with new and existing parents, care providers, and families in target communities to ensure high participation and deeper engagement in our programming
- Generate enthusiasm and support for LINC's mission and Community Literacy Model
- In charge of outreach and recruitment across all programs and events in target community
- Maintains relationships and engagement between programs, including whatsapp groups, calls, and texts
- Manages and implements Reading Everywhere programs in the community, and oversees VIP activities
- Coordinates specific early literacy events to introduce LINC and plans/delivers Reading Everywhere and book distributions throughout the target community
- Tables at community events and fairs, particularly when relationships can be fostered among parents and families
- Support the facilitations of workshops
- Participate in community meetings related to our work
- Ensure goals are consistently met in accordance to parent and family engagement priorities
- Help to increase effectiveness and collaboration among staff and departments
- Collect input from families and report back to manager and the team
- Performs all other job-related activities determined by supervisor

Responsibilities Summary

40% Outreach & Relationship Building - Building and maintaining relationships with families, engaging community members, coordinating events,

30% Programming - Planning programs, implementation, tabling at events and programs

20% Administration - Collecting data based on events, tracking individual and family progress, reporting data to manager, emails, meetings

10% Travel - Movement between events, collecting materials for events, book distribution

Mission and Values alignment: A belief in LINC's vision to harness the power that exists in every community to make literacy a value and right of all children. Our children's educational success is the path out of poverty and the key to achievement. LINC works at the intersection of early education and community development. Our mission is to equip children with foundational literacy skills essential for academic achievement by empowering families and mobilizing the community.

Qualifications and Skills:

- Program delivery experience required
- 2+ years of family and community engagement experience in an early education setting a plus

Updated: 6/25

- Excellent facilitation, and verbal/written communication
- Spanish language or an additional language a plus
- Ability to work independently and as a member of a diverse team
- Experience working with diverse populations across NYC
- Ability to travel throughout a target community and across NYC is necessary
- Humor and Can Do attitude are highly valued
- Knowledge of GSuite and Microsoft suite a plus

Core competencies:

- Highly organized with an eye for detail
- Strong communication skills, in writing, presentations, and interpersonal communication.
- Strong analytical ability.
- Demonstrated ability to take initiative and move projects forward in a fast-paced environment.
- Comfortable taking initiative, building consensus, and working as a strong member of a diverse team.
- Proficiency in working with Google Suite (Drive, Sheets, Docs, Calendar, Mail.)
- Strong working knowledge of Salesforce.
- Learning orientation with a curiosity for new information.

Commitment to Diversity and Equal Employment Opportunities

Literacy Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

LINC values diversity and actively seeks to build an inclusive applicant pool and pursue a thoughtful hiring process, including a diverse hiring committee, carefully designed interview questions, and mindfulness about unconscious biases.