



Children and Family Enrichment *at Idlewild*

Salary Range: \$56,000 – \$61,000

Join Our Team!

Do you have a passion for children, families, and building stronger communities? Are you a former teacher looking to use your classroom experience in a new and meaningful way?

Children and Family Enrichment (CAFE) at Idlewild is seeking an Outreach & Family Engagement Lead to help strengthen families by connecting parents, children, schools, and community partners through innovative outreach, education, and family engagement programs.

If you enjoy building relationships, leading educational workshops, planning family events, and making a lasting impact beyond the classroom, we'd love to meet you.

Overview: Children and Family Enrichment (CAFE) is a nonprofit organization dedicated to strengthening children and families through two signature programs: Early Enrichment Center (EEC): Providing high-quality early childhood education for children ages 6 weeks through Pre-K. Parent Enrichment Place (PEP): Equipping parents and caregivers with tools that promote healthy family relationships and positive childhood experiences.

Our work is guided by the HOPE (Healthy Outcomes from Positive Experiences) Framework, Positive Childhood Experiences (PCEs), and Trauma-Informed Care.

Training in ACEs, PCEs, and the HOPE Framework is provided.

Job Title: Outreach and Family Engagement Lead

Classification: Full Time Exempt

Directly Reports to: Children and Family Enrichment Executive Director

Mission: To provide children and families the tools for life-long resilience.

Job Description:

Key Responsibilities:

- Build relationships with parents, schools, churches, childcare providers, and community organizations.
- Plan and facilitate family engagement events, parenting workshops, and educational programs.
- Recruit and support families participating in CAFE programs.
- Coordinate outreach activities that promote healthy child development and strengthen families.
- Lead workshops on parenting, child development, resilience, and trauma-informed practices.

- Connect families with community resources and supportive services.
- Represent CAFE at community meetings and networking events.
- Track participation and collect feedback to improve programs.
- Work closely with the Early Enrichment Center and Parent Enrichment Place teams to ensure families receive comprehensive support.

Goals:

- Identify need for Internship Services
- Weekly**
- Facilitate family engagement activities and parenting workshops
 - Visit schools and community partners
 - Meet with families and caregivers
 - Coordinate outreach efforts and community partnerships
- Monthly**
- Plan and host a Family Night, Parent Café, Resource Fair, or other community event
 - Facilitate parent education sessions
 - Attend community meetings and partnership events
- Quarterly**
- Help launch new outreach initiatives
 - Review program outcomes and family feedback
 - Support grant reporting and continuous improvement efforts

Job Qualifications:

- Bachelor's degree in education, Child Development, Social Work, Human Services, Public Health, or a related field
- Former classroom teacher required. Experience in early childhood or elementary education (birth through age 8) strongly preferred.
- Minimum of three (3) years working with children and families
- Experience building positive relationships with parents and caregivers
- Strong communication, presentation, and organizational skills
- Ability to work occasional evenings and weekends for community events

Preferred

- Master's degree in education or a related field
- Early childhood education experience
- Knowledge of trauma-informed care, ACEs, PCEs, HOPE, or social-emotional learning
- Experience working in nonprofit, educational, or faith-based organizations

Physical Requirements: Work requires the physical demands of standing, bending lifting or performing other work requiring light physical exertion, up to 30lbs, on an intermittent basis in addition to digital dexterity.

Environmental Conditions: Work is performed under basically normal working conditions as in a standard office environment. The counselor's office is upstairs in a facility without an elevator.

Benefits:

- 403(b) matching
- Dental insurance
- Employee assistance program
- Flexible schedule
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Professional development assistance
- Retirement plan
- Vision insurance

Work Location: In person

Send Resume & Cover Letter: vc Cox@cafeidlewild.org