



## Family Engagement Coordinator

Department: Programs      Position(s) Supervised: N/A  
FLSA Status: Nonexempt      Reports to: Regional Director  
Location: Helena, MT

**APPLICATION PROCESS:** To apply for the Family Engagement Coordinator position email a cover letter, resume, and three professional references to [careers@childbridgemontana.org](mailto:careers@childbridgemontana.org). In your cover letter, please detail your interest in our mission and how you see yourself making an impact in this role.

**POSITION SUMMARY:** The truth is that there are not enough families to care for Montana's innocent children. **Our mission is to find and equip foster and adoptive families for children who have suffered abuse and neglect.** We bridge the gap by raising up bold and passionate Christians to do the hard work of caring for the vulnerable in our communities, whether a child's need is a few days, a few months, or forever because **our vision is a family for every child.** We aim to inspire a movement of fearless, joyful ambassadors of Christ who fight for children who bear the invisible marks of being unseen, unheard, and unwanted. This all begins with the people who are called to work at Child Bridge. A Family Engagement Coordinator is a crucial implementor of the Child Bridge mission managing the equipping of foster families in their region of responsibility. Their primary focus is to educate, coach, and empower foster families through training, resources, and tools that are needed to care for a child who has suffered abuse and neglect.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform this job successfully, an individual must demonstrate capacity or potential to perform each essential duty with excellence. The following statements reflect the general details necessary to describe the major functions of this position and are not intended to be a detailed description of all the work/functions that may be required. Other duties may be assigned.

- Present foster parent training curriculum to foster families in the form of small groups, classroom style presentations, etc.
- Regularly coordinate and host ongoing trainings, both in person and virtually.
- Meet with foster families as needed to identify needs, provide coaching, and connect them with appropriate and actionable resources.
- Create opportunities for foster families to connect with one another and develop community amongst themselves.
- Support the Regional Director, as needed, in their recruiting efforts.
- Contribute to foster parent training and resource advancements.
- Regularly participate in ongoing education requirements.

- Lead team prayer call at least once a year.

**QUALIFICATIONS:** The requirements listed below are representative of the education, experience, knowledge, skills, abilities, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

- Bachelor's degree from an accredited university in business or communications, and 3+ years of experience in non-profit, business, or teaching environment. Comparable degree and experience will be considered. Master of Social Work degree is highly valued.
- Preferred experience and/or contact with the Child and Family Services foster care processes.

**Knowledge, Skills, and Abilities:**

- Warm and relational communication skills (verbal, written, interpersonal), that can connect with differing audiences (small gatherings, large groups, individual meetings, etc.).
- Knowledge of trauma and how it affects development and behaviors in children.
- Sound perception in conversations, observation, judgement, and decision making.
- Highly efficient in time management and monitoring of tasks and programs.
- Active learner willing to collaborate with others and learn new ideas.
- Proficient in Microsoft office suite.
- Capable of working with a variety of technology including databases, video conferencing, cloud-based applications, etc.

**Physical Demands:**

- 1/3 of the time be able to: climb or balance; stoop, kneel, crouch or crawl; lift up to 50 pounds; push or pull up to 25 pounds.
- 3/4 of the time be able to: stand; sit; walk; use close vision (20 inches or less) for computer work; reach with hands and arms.
- 3/4 of the time be able to: use hands; talk and hear.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level in the work environment is moderate.
- The normal work environment is an office environment with frequent meetings out of the office at coffee shops and other public areas.
- The work schedule varies based on the needs of the organization and will have some weekend and evening work.
- Travel to the Central Office or other Regional Office sites on an as needed basis.
- Regular travel within region of responsibility.

- Must have a valid driver's license, active and up to date liability coverage, and a dependable vehicle.