



POSITION ANNOUNCEMENT

FACE/ERSEA Coordinator

About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Home Energy Assistance Program, Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit www.lacasadedonpedro.org and be sure to follow @lacasank on all social media platforms.

Who we Seek

La Casa de Don Pedro is seeking an experienced Family and Community Engagement (FACE)/ERSEA Coordinator to support the HS Director by overseeing eligibility, recruitment, selection, enrollment, and attendance (ERSEA) for Head Start Programs. The role involves developing a parent and community volunteer program, discovering resources, and building relationships with community partners to address local needs. The FACE/ERSEA Coordinator will be a key member of the Early Childhood team, contributing to the overall efficiency of La Casa de Don Pedro through personalized and timely support. Strong interpersonal and communication skills, experience in family and community engagement, and the ability to work effectively in a team are essential for success in this role.

Duties and Responsibilities:

Community and Family Engagement

- Serve as primary liaison for NPS, fulfilling all family and community engagement requirements.
- Coordinate, schedule, and provide parent, family, community engagement, and education activities.
- In collaboration with center directors, oversee the parent volunteer program and related activities.
- Plan and conduct Policy Council meetings to ensure compliance with Head Start Program Performance Standards.
- Attend community engagement meetings and trainings; prepare and deliver presentations.
- Work closely with LCDP outreach team during community engagement events.

Implementation and Monitoring Oversight

- Prepare and maintain all required documents for parent committees and Policy Council.
- Ensure Policy Council elections are completed accurately and timely each year.
- Ensure children's files and enrollment procedures comply with Head Start Program Performance Standards.
- Conduct audits for children's files twice a year and provide training for improvement.
- Oversee, implement, and monitor Attendance Policy to ensure a minimum of 85% monthly attendance.
- Monitor enrollment activities and ensure full enrollment at the end of each month.

Team Coordination and Oversight

- Manage/Supervise Family Workers individually and in team settings.
- Train and supervise the performance of assigned staff; assign and review their work.
- Conduct Family Worker yearly written performance evaluations.
- Supervise professional development of family workers and track individual needs.
- Conduct audits for children's files twice a year and provide training for improvement.
- Monitor parent intakes and orientations to ensure compliance with standards.
- Work closely with Family Workers, Center Directors, and Leadership Team to resolve parent concerns. Supervise outreach and program coordinators.
- Participate in mandatory staff meetings and professional development trainings.
- Handle payroll processing for program staff.
- Perform additional tasks as required to support business objectives.

Assessment and Evaluation

- Participate in the development, preparation, distribution, and collection of self-assessment and community needs assessment.
- Monitor parent participation data to support family workers in effective Family Goal Setting and Tracking systems.

Additional Duties

- Identify, inform, and facilitate referrals for parents.
- Perform other related duties as assigned.

Educational, Required Skills and Experience Requirements:

- Bachelor's Degree in Social Work or related field. Master of Social Work or Licensed Social Work preferred.
- Licensed Social Worker (LSW) preferred.
- Three to five years managerial experience in social services and Head Start.
- Strong understanding of Head Start Program Performance Standards highly preferred.
- Bilingual (English/Spanish proficient in both oral and written communication. Proficiency in other languages is considered an asset.
- Strong interpersonal skills with excellent verbal and written communication.
- Proficient in MS Office Suite (Excel, Word, PowerPoint, Outlook, and Teams).
- Ability to read and interpret documents, write reports and correspondence, and speak effectively before various audiences.
- Must be able to work in a fast-paced environment and maintain professionalism.

- Ability to take initiative, work independently, and collaborate in a team setting.
- Must obtain and pass a physical examination, TB test, and background check.
- Must have a valid New Jersey driver's license and access to a car.

Physical Requirements:

- Ability to commute to various locations, including community sites and meetings.
- Prolonged standing, walking, and sitting at a desk and working on a computer for extended periods.
- Proficiency in using computers and office equipment.
- Must be able to lift 50 lbs. at a time.

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Compensation, Schedule, and Other Information:

- **Employment type:** Full-time
- **FLSA status:** Exempt
- **SOC code:** 11-9199
- **Reports to:** Managing Director
- **Schedule:** Monday – Friday (Core business hours are 8:15 am-4:15 am, with flexibility required to accommodate scheduling needs, including evening and weekend hours)
- **Compensation:** Annual salary of \$75,000
- **Fringe Benefits:** Health, employee assistance program, Teladoc program, vision, dental, life insurance, paid time off, paid sick leave, and 401k retirement plan offered with a 4% employer match.

To Apply

- Please send a resume along with a thoughtful cover letter via e-mail to careers@lacasanwk.org with “**FACE/ERSEA Coordinator**” in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.