



## **Program Coordinator: Education Advocacy & Support**

**About Us:** Building One Community (“B1C”) is a non-profit organization established in 2011 as a comprehensive resource center for immigrants in the Stamford, Connecticut area. B1C’s mission is to advance the successful integration of immigrants and their families.

B1C’s Family & Individual Services (FIS) program assists immigrants with medical, educational and other practical challenges by helping them navigate institutional requirements and access social services. We have onsite resources and connect with other community-based organizations to make sure every program participant has the support they need to succeed.

**Position summary:** The Education Advocacy & Support Coordinator oversees the daily operations of B1C’s academic support programs and provides 1:1 educational advocacy to families to ensure they are receiving the needed academic support to prepare them to achieve their education goals. The Coordinator also nurtures strong relationships with our volunteers and partner organizations. This full-time non-exempt position reports to the FIS Director.

### **Essential Duties:**

#### Education Support: 50%

- Implement a comprehensive academic support program for school age children (Homework Club, Summer Reading Program, Summer Math Program, STEM enrichment, etc.)
- Plan workshops, events and activities that educate families about the school system
- Assist families with pre-school, school and summer camp registration
- Coordinate with partner organizations to connect families with relevant educational resources
- Participate as B1C representative at relevant Stamford Public School and other partner organization meetings
- Prepare volunteers to work with students in an academic capacity and lead orientation sessions as needed
- Maintain detailed records in Salesforce database and create reports as needed

#### Education Advocacy: 50%

- Work one-on-one with youth and families to understand their needs for school resources and act as a liaison between families & schools where needed
- Support and advocate for families at school meetings
- Schedule bilingual volunteer translators for one-on-one parent-school meetings
- Work with the FIS Director to develop effective strategies for educational advocacy
- Coordinate and attend meetings with partner organizations engaged in educational advocacy
- Maintain detailed records in Salesforce database and create reports as needed

**Required Skills/Qualifications:**

- Fluent verbal and written Spanish and English skills required
- Bachelor's degree in education, social work or related discipline
- Two years of experience in education or non-profit social services
- Data management experience required; Salesforce knowledge a plus
- Demonstrated sensitivity and ability to collaborate with people from diverse backgrounds
- Ability to advocate for B1C's program participants and help them advocate for themselves
- Excellent customer service skills
- Self-directed with strong organizational and communication skills
- Commitment to B1C's mission and goals

To apply for this position, please submit your resume and a cover letter to [jobs@b1c.org](mailto:jobs@b1c.org). Resumes without a cover letter will not be reviewed; no telephone calls please.

*Building One Community is an Equal Opportunity Employer*