

AmeriCorps*VISTA Parent Engagement Coordinator



In May 2014, the [Charleston Area Service Collaborative](#) awarded Charleston Promise Neighborhood (CPN) an AmeriCorps*VISTA position for the 2014-15 year to increase the number of parents and families involved in our schools, programs, and initiatives.

AmeriCorps*VISTA Overview:

The Volunteers in Service to America (VISTA) program places individuals in nonprofit organizations and public agencies to support efforts to fight poverty. Through the years more than 180,000 individuals, known as VISTAs, have committed at least one year of full-time service to low-income communities in every state, the District of Columbia, Puerto Rico, and the Virgin Islands. [Learn more about AmeriCorps*VISTA.](#)

Organization Overview:

The **Charleston Promise Neighborhood (CPN)** is a progressive nonprofit organization inspired by the Harlem Children's Zone to create a seamless continuum of wrap-around prenatal-to-college services. Through collaborative, multi-year funding support from the cities of Charleston, North Charleston, Charleston County, the Charleston County School District (CCSD), and philanthropic investors, we have formed a unique comprehensive public/private partnership focused on improving parenting, education, employment, housing, healthcare and community revitalization in the 5.6 square mile area of Charleston County, South Carolina that straddles portions of the cities of Charleston and North Charleston. In an effort to improve education outcomes for students in our Neighborhood and in partnership with the Charleston County School District, CCSD created the CPN Learning Community consisting of Mary Ford Elementary, Chicora Elementary, James Simons Elementary, and Sanders-Clyde Elementary/Middle. More information at www.charlestonpromise.org.

AmeriCorps*VISTA Parent Engagement Coordinator Opportunity

This AmeriCorps*VISTA opportunity will support CPN and our Learning Community (CPNLC) to pilot parent engagement best practices in our schools to drive academic achievement.

Duties:

- Coordinate the Parent Home Visitor Program with school-based staff
- Support a collaborative CPN Parent Liaisons group led by Sanders-Clyde Elementary's Parent Advocate to develop common Professional Development opportunities
- Develop ongoing teacher trainings on parent engagement with the CPN Parent Liaisons group
- Research and develop a Parent Engagement reading list for school staff
- Review parent satisfaction survey results to identify needs of parents
- Enhance strategic partnership with Family Corps
- Coordinate school-based health clinic outreach and marketing efforts to parents
- Develop strategies with CPN and school staffs to increase the number of parents/families involved in current CPN programs and initiatives
- Recruit volunteers to participate in CPN's Community Engagement Council activities

Skills Required:

- Education: High School Diploma/GED, Some College desired
- Strong interpersonal skills
- Self-starter
- Demonstrated ability to learn quickly and adapt to new situations
- Ability to work in team and collaborate with partners
- Ability to work independently

Preferred Skills:

- Background working in schools, community outreach, social or human services
- Experience working with at-risk and diverse population
- Experience with volunteer recruitment
- Experience with Microsoft Office Suite including Microsoft Word and Excel
- Outgoing and willing to make contact with unfamiliar prospects

Other:

- Have access to reliable automotive transportation. Position requires working one day a week at each school and one day in the CPN office.

[Apply for the Americorps*VISTA position online.](#) You must apply online. If you have any questions, please email info@charlestonpromise.org with "Americorps VISTA Parent Engagement" in the Subject Line. No phone calls please. Position to be hired by June 27, 2014.