

## Position Available

<b><u>ORGANIZATION NAME:</u></b>	Coalition for Hispanic Family Services
<b><u>JOB TITLE:</u></b>	Community Liaison, Family Enrichment Center
<b><u>REPORTING RELATIONSHIP:</u></b>	Site Director, Family Enrichment Center
<b><u>LOCATION:</u></b>	Bushwick, Brooklyn
<b><u>DATE AVAILABLE:</u></b>	Immediately

### **About Coalition for Hispanic Family Services (CHFS):**

CHFS is a community- based, family-focused organization of color providing an array of services to children and families in North Brooklyn and Western Queens. For over 33 years, CHFS has worked with vulnerable populations that include children in foster care, seriously emotionally disturbed children and youth, and families at risk of abuse and neglect. Our strength-based model also supports progressive youth development programs, family support services and community school partnerships. The provision of accessible, high-quality family focused services to families of color is central to our holistic approach of strengthening families in a culturally competent manner. Our family-centered work serves to strengthen communities' one family at a time.

### **About Family Enrichment Centers (FEC):**

FEC's are warm and welcoming community gathering places where any family or individual can come for support, information, and to participate in and/or lead activities (called "offerings"). Each FEC is a unique, home-like setting designed with and for community members where they can connect as neighbors, contribute to their community, and support one another. FECs are based on the premise that community members design and drive the FEC's activities or offerings. The FEC works with families and community members to develop offerings that promote one or more Family Protective Factors, to increase well-being.

FECs build on family and community strengths, are guided by the community's interests, dreams, goals, and desires, and do so without being intrusive or using a case management approach. FECs do not follow a traditional social service delivery approach. They are 100% voluntary, safe spaces that welcome all, and respect each person's privacy and their ability to decide how, when, and how often to interact with an FEC.

### **Position Overview:**

The Community Liaison is building community connections with local appointed and natural leaders, community council and committees, residents, community partners, and stakeholders. The FEC Community Liaison is responsible for contributing to the day-to-day operation of the FEC. alongside the FEC Director, the Community Liaison will work to develop and maintain active and viable partnership agreements with others in the community. The Community Liaison will work to cultivate relationships with other organizations and groups to provide offerings to community members at the FEC. They will create a warm and welcoming gathering place where any community resident can go for family support, information, offerings, and resources. The Community Liaison must be actively involved in the Bushwick community and recognized by others as a collaborator and a partner able to leverage resources and support the voices of the FEC participants.

The Community Liaison will work to maintain the FEC computer technology, social media accounts, and FEC resource guides; they will develop marketing material, work on community membership, take active steps to recruit volunteers, and ensure that they are valued members of the FEC. In addition, the Community Liaison will communicate and create a network of resources by serving on community district committees, attending local school meetings, and building relationships with local faith-based groups, as well as business associations. The community liaison will promote and recruit for FEC activities by giving presentations on the work of the FEC to local community groups. The Community Liaison will organize community events to facilitate FEC outreach.

### **The Community Liaison is:**

- A proven leader with knowledge of community organizing;
- Knowledgeable about marketing and technology;
- Warm, outgoing, enthusiastic, and can enliven, engage, and positively impact individuals and groups from a diverse community;
- Driven toward results by fostering the commitment and buy-in of others;
- Someone who has a sincere appreciation for people and how they are each uniquely motivated; and believes that trust is the foundation for designing and implementing interactive communication and programs;
- Skilled at working in a fast-paced environment, and being tasked with multiple projects occurring simultaneously;
- Able to involve others in decision-making processes, promote cooperation, and possess a strong commitment to results;
- Solution-focused and skilled at proactively establishing relationships and new groups.

### **The Community Liaison:**

- Has knowledge of community engagement and organizing;
- Is bilingual (Spanish/English);
- Resides in or near the FEC community, or reside close enough to arrive in a timely manner, in the event of an emergency;

- Has strong interpersonal skills, be able to connect with and engage children, youth, and families;
- Has experience imputing data, running data-driven reports, and using the information to make programmatic decisions;
- Has technology and marketing experience;
- Has experience developing and running street outreach events, developing community partnerships, and developing community resources;
- Has experience in any of the following areas: grassroots organizing, street outreach and/or developing community programs and services.

**Travel:**

Day travel (occasional weekends) related to outreach activities required.

**Degree & Experience Qualifications:**

Minimum qualifications a bachelor's degree and three years of relevant community experience; or a high school diploma and at least seven years of relevant experience. Relevant experience includes managerial and/or leadership roles in community organizing, community-led programs, coalitions, parent engagement or other community-driven service delivery. Experience can be a combination of professional, paid experience, or verifiable volunteer experience. Ideal candidates will be from or have a deep connection with the community they will be serving.

**Salary:**

SALARY RANGE: \$50,000-\$60,000. Salary based on experience and qualifications. Excellent benefit package, ample vacation, and sick days.

**TO APPLY, PLEASE SEND RESUME AND COVER LETTER TO  
[spenaortiz@hispanicfamilyservicesny.org](mailto:spenaortiz@hispanicfamilyservicesny.org).  
APPLICATIONS WITHOUT A COVER LETTER WILL NOT BE CONSIDERED.**

**Coalition for Hispanic Family Services is an  
Equal Opportunity Employer committed to diversity in the workplace and leadership  
opportunities for people of color.**