



Position Title: Linda Vista Kindergarten Readiness Network Facilitator

Organization: Jewish Family Service of San Diego

Position Type: Part-Time, Non- Exempt

Salary: \$17-18/Hour

Position Overview:

The Linda Vista Kindergarten Readiness Network (LVKRN) Facilitator provides a key role as "backbone" staff for the overall Network and the family support-focused pilot project. The LVKRN brings together nonprofits, schools, healthcare providers, government agencies, businesses and other community stakeholders to take action on increasing kindergarten readiness and family stability and strength in the Linda Vista community. This is a half-time position funded through June 2017.

RESPONSIBILITIES:

- Plan and facilitate monthly LVKRN meetings that support the establishment of common vision, mutually reinforcing activities, continuous communication and shared metrics.
- Plan and facilitate monthly Pilot Project team meetings that address needs and arising issues with the family support hubs.
- Coordinate additional meetings as needed.
- Develop relationships with school administrators, teachers, social service providers, business, community members, local government and other stakeholders, to align toward common goals; work with Pilot Project staff to establish relationships and referral pathways in order to serve identified families
- Compile and distribute monthly e-newsletter for the LVKRN team, in addition to other timely communications
- In conjunction with the data manager, complete and submit quarterly reports to United Way on time, as stipulated in the United Way contract. Coordinate with subcontractor to complete and review reports before submitting to United Way.
- In conjunction with Project Director, maintain budget.

Position Requirements:

- Experience implementing and knowledge of collective impact principles preferred.
- Ability to lead disparate groups of people toward a common goal.

- Ability to facilitate groups on wide range of topics, in which you may or may not have specific expertise.
- Demonstrated ability to successfully facilitate change management and comfortable in being adaptive and responsive to changing needs and priorities.
- Strong knowledge of early childhood education, health, family stability, social service and other youth-serving systems of care preferred.
- Familiarity with the community of Linda Vista a plus.
- Demonstrated ability to manage and organize presentations.
- Demonstrated critical thinking skills.
- Demonstrated ability to exercise tact and good judgment.
- Demonstrated ability to work independently and with a team, manage time effectively and follow-through.
- Demonstrated proficiency with Microsoft Office package (Outlook/Word/Excel/PowerPoint).
- Must be able to utilize own transportation for fieldwork (with expense reimbursement).

Contact Information:

To apply, please e-mail your cover letter, salary requirements, and resume to resume4321@jfssd.org. Incomplete submissions will not be considered. Please, no phone calls. Please, principals only. Please, local candidates only (relocation is not provided).

About Jewish Family Service of San Diego

Jewish Family Service of San Diego is a client-centered, impact-driven organization working to build a stronger, more resilient community. For nearly 100 years, Jewish Family Service has been a trusted resource for the entire community, offering an array of services that are always life-changing, and often life-saving. At Jewish Family Service, we believe our employees are the backbone of our agency. Our goal is your success. Come work at JFS and be our partner in *Moving Forward Together*. To learn more about JFS, please visit www.jfssd.org.