

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Parent Family Community Engagement Specialist**

**Department: Early Learning**

**Pay Grade: GS.09**

**Supervision Received From: Administrator Early Learning**

**FLSA Status: Exempt**

**Supervisory Responsibility For: None**

**Established: 9/04/18**

**Revision Date: 9/03/24**

### **CLASSIFICATION SUMMARY:**

Incumbents in this classification will develop a strong, community based plan for formalized collaboration and support amongst agencies and service providers supporting young children and their families. This will include, but not be limited to: child care, health services, mental health services, social services, faith community, and neighborhood support. This work will be built upon evidence-based programming related to building the capacity of our communities to be resilient and to address the complex needs of modern families. As a part of the Office of Early Learning in the Department of Youth and Family Development, this position will align with existing efforts and will be responsible to the Office of Early Learning's goals of developing the early education infrastructure and building community support for early education. Works under the general direction of the Director of the Office of Early Learning.

### **SERIES LEVEL:**

The Parent Family Community Engagement Specialist is a stand-alone position.

### **ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Develop protocols for understanding and supporting the needs of local service agencies/providers in providing services to children and families.

Develop and execute capacity building activities with agencies/providers.

Work alongside City of Chattanooga departments to understand the role of the City in supporting children and families and to support departments as they engage with the community.

Support family events in the community through volunteering, tabling, supporting ongoing initiatives, and by hosting family events as appropriate.

Collaborate with community partners to build the capacity of our city to have resilient systems that meet the needs of children and families.

Use data-driven decision making, and report on outputs and outcomes at regular intervals.

Represent the City of Chattanooga's early education system in local, state, and national forums.

Procure, manage, and/or supervise contractors, consultants, and/or staff as needed.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor degree or higher in early childhood, social work, public health, or a related field, and two (2) or more years of relevant experience in engaging a diverse group of stakeholders and/or supporting organizational capacity building/change; or any combination of equivalent experience and education. or any combination of equivalent experience and education.

LICENSE & CERTIFICATIONS: None

KNOWLEDGE AND SKILLS:

Knowledge of early learning systems, community engagement strategies, business planning and forecasting, early learning financing and funding, and early learning best practices in one or more system components. Skill in presenting to large and small groups, developing business plans, and convening diverse stakeholders.

PHYSICAL DEMANDS:

Position typically requires talking, standing and some repetitive motion.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. May need to move around multiple locations throughout the City and County for work related collaboration.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.