

Parent Access Point/IMPACT Project Director Washington Heights/Inwood or Bushwick

Project History

The Parent Access Points/IMPACT are family resource centers that help parents to obtain information needed for all family members, with an emphasis on early childhood and education. The IMPACT centers (Informing More Parents Across Communities Together) are slated to open in both the Washington Heights/Inwood and Bushwick communities in Spring 2005. The staff at the resource centers will include parent advocates, a group of community residents that have undergone comprehensive training in the last year.

The project is funded by the United Way of New York City and overseen by the Agenda for Children Tomorrow (ACT). The lead agency in Washington Heights/Inwood is Ft George Community Enrichment Center and in Bushwick, ACE Integration Head Start.

Responsibilities

The full-time Project Director is a senior position, responsible for oversight, planning and promotion of the Washington Heights/Inwood or Bushwick Parent Access Point. The Project Director reports to the local lead agency and ACT. The Director will supervise a Community and Family Engagement Director, a Social Services Coordinator, an Early Literacy Consultant and all other consultants. The Director will be responsible for staff and program development, all program outcomes and ensuring that the program milestones are met.

She/he will coordinate, and meet regularly with, a community driven Local Design Team and management team to assess progress and identify policy issues, such as gaps or shortfalls in service delivery. She/he will work closely with the sister project in the second community to coordinate and transfer best practices and lessons between communities. Additional responsibilities include, but are not limited to, the following:

- Develop a communications strategy for the Parent Access Point
- Promote the program to the community and city-wide, and supporting relationship-building within a network of community-based organizations and the Early Childhood Coalition
- Responsible for the evaluation of the program, and carry out year-end assessments
- Devise and carry out a funding strategy and facilitate program expansion within the community.
- Write progress reports and grant proposals as needed

Qualifications

- Minimum 5 years experience in social work, counseling, advocacy, public policy, management, urban planning and/or community development
- Program development and managerial experience required
- Masters degree strongly preferred
- Ability to develop partnerships and collaborations within a community
- Excellent interpersonal, speaking, writing and computer skills
- Spanish/English Bilingual desirable
- Strong cultural competency skills
- Knowledge of community preferred

The Parent Access Points/IMPACT Project Director will receive a competitive salary and benefits package.

Please send cover letter and resume, indicating neighborhood of interest, to:

Rena Dascal

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