



Administrative Family Engagement Liaison Job Description

Overview: Beyond Housing is a nationally recognized community development organization that works to strengthen families and transform underserved communities to create a stronger, more equitable, and prosperous St. Louis region for all. We engage where we're needed, focusing on building consensus among leaders, providing and preserving housing, fostering community structures that shape lives, and guiding systems that make people's lives better.

We lead with vision for what a community can be ~ every community is different, but thriving communities tend to share the same basic set of positive traits regarding housing, safety, education, health, infrastructure, and access to basic human services.

We bring together leaders and resources, volunteers, and citizens, and pursue a wide assortment of creative approaches to build stronger, healthier communities for life.

Finally, we are community builders, not kingdom builders. "It's their neighborhood, future, & dreams". Our objective is to help build and contribute the good things we do for the sake of adding value to the lives of the people we're honored to serve.

Position Summary: The Administrative Family Engagement Liaison's primary purpose is to provide administrative support within the Family Engagement Liaison Program. The Family Engagement Liaisons support the students and families of school communities by providing resources and training and fostering collaboration between home and school in the Normandy School District Collaborative. An ideal candidate would be an individual who has data entry and office staff support experience. **This position is a permanent part-time, hourly position that typically works 10.5 months, according to the Normandy School District Collaborative school schedule.**

Responsibilities include:

- Referral follow-ups and confirmations of services
- Data collection and entry for Program goals
- Order, pick-up, and delivery assistance with basic needs supplies as needed by Program staff
- Assist with parent engagement events as needed
- Assist with applications for financial assistance as needed
- Other duties as assigned

Personal Qualities:

- Collaborative -- A dynamic personality that is collaboratively minded, can recognize and identify strengths, seek consensus around mutual goals, and build meaningful relationships.
- Creative and Curious -- A systems-thinker and builder who is not afraid to be innovative in designing solutions and has skills in articulating these ideas and concepts.
- Methodical -- Strong analytical, systems, and problem-solving skills to evaluate performance, prepare reports, and recommend/implement solutions using independent judgment. Able to move from concepts to action through strong program design and evaluation.
- Reliable -- Leadership skills that reflect and value a team approach, demonstrated integrity, effectiveness, efficiency, and the ability to deliver high quality service. Highly capable of handling multiple tasks, projects and timelines. Excellent oral and written communications skills.
- Trusted -- Ability to work with residents, partners, and staff of diverse backgrounds with a positive, optimistic, solutions-oriented attitude. Shares a deep respect for the community, its stakeholders, and the residents that we serve.
- Driven -- Passion for the work and an interest in continuous learning and improvement.

Experience and Qualifications:

- Data entry and office support experience
- High School Diploma or GED required. Some college preferred
- Must have an ability to multi-task in a fast-paced environment
- Position requires exceptional customer service skills
- Strong written and oral communication skills
- Computer literate including knowledge of Microsoft Applications including Word and Excel
- Must be able to create reports and prepare documents supporting efforts to outcomes
- Must have reliable transportation, a valid driver's license, and proof of insurance
- Position requires driving to home visits as needed
- Must have ability to work a flexible schedule including some evenings and weekends

Supervisor:

- Sr Director of Education

Supervises:

- None

Salary and Benefits:

- Salary Range: \$22K - \$23K annually
- Part-time position-typically 25 hours per week

Application Instructions:

Please send resume and cover letter by email to hr@beyondhousing.org. This job will remain posted until it has been filled.

Beyond Housing believes that each individual is unique, and we are committed to respecting the diversity of all individuals. We strive to move beyond simple tolerance, embracing and celebrating the differences contained within each of us, making us stronger as whole.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required. Beyond Housing is an Equal Opportunity Employer.

ADA – Beyond Housing is committed to furthering the purpose of the American with Disabilities Act (ADA). The company is always willing to consider reasonable accommodations, which may allow a disabled person to perform this or any other job. The Summary of Physical Requirements is a list of what we believe at this point to be necessary in order to perform the essential functions of the job.

Diversity & Inclusion Statement: At Beyond Housing, we are committed to promoting Diversity, Inclusion, and Equity throughout our organization and culture. We strive to understand and appreciate the individuality of every employee and create a better place to work for all. We nurture a culture where everyone positively acknowledges equity through action and is aware, understanding, and appreciative of diversity.

Our vision is to go beyond simple tolerance and fully embrace the things that make each person unique. We recognize that our employees' differences support our ability to advance equity for the communities we serve. Further, we understand that equity is critical to the fulfillment of our mission to help entire communities become better places to live.