



JPNDC ECONOMIC PROSPERITY SERVICES Community Empowerment Coordinator

The Jamaica Plain Neighborhood Development Corporation (JPNDC) is anchored in 45 years of community organizing and equitable economic development. Founded in 1977 to reverse disinvestment in one neighborhood, JPNDC is today a citywide leader in helping Boston families overcome barriers to economic mobility and intergenerational asset-building. Our mission is to transform the lives and amplify the voices of Boston residents who have been excluded from prosperity by an inequitable economic system.

JPNDC's Economic Prosperity Services promote upward mobility for low-income residents in Boston through strategies that include financial coaching, career development, small business development, access to high-quality childcare, and more.

The **Community Empowerment Coordinator** will design and facilitate training activities for adult participants in Economic Prosperity Services by 1) leveraging adult learning principles, facilitation expertise and knowledge of economic mobility strategies to enhance training curricula, and 2) supporting, managing, and executing cross-team collaboration to implement training activities that build financial capability and enhance skills directly applicable to small business, professional, and workforce development. This person will also work closely with the Family Childcare Program Director to engage families as essential partners while providing services that encourage children's learning and development, nurture positive relationships between families and educators, and support families.

Job Functions

Teach and/or co-teach workshops. Working closely with the Small Business Services Director, the Family Child Care Program Director and the Family Prosperity Services Manager, the Education Coordinator will:

- Conduct baseline assessments of participants, as needed.
- Prepare/adapt training content from existing curricula.
- Create learning paths that enable participants to benefit from training activities and prepare them to access individualized services, as needed.
- Build/maintain a network of facilitators to teach training workshops, as needed.
- Maintain data collection tools to track attendance and document feedback.

Train home-based early educators in JPNDC's Family Childcare system. Working closely with the Child Care Services Director, the Education Coordinator will:

- Conduct a baseline assessment of educators' readiness to comply with Massachusetts standards for high-quality early education and care.
- Determine training topics, design/shape training content, determine frequency, number of training hours and related logistics planning.
- Conduct activities that engage educators in developing individualized plans to meet business and professional development objectives.
- Refine/update data collection tools to document educators' attendance at trainings, and completion of required training activities. Cooperate with external evaluators as needed.

Create an annual training calendar for the Economic Prosperity Department.

- Create a list of training activities to be conducted through the year, detailing activities' title and objective, date, time, and location.

Coordinate plans and implement family engagement activities for families enrolled in JPNDC's Family Child Care Program

- Plan, facilitate and/or deliver interactive workshops and enrichment activities on an array of topics such as early childhood development, positive discipline, and parenting, etc.
- Plan and implement outreach activities to recruit families and engage their participation.
- Collaborate closely with FCC staff and FCC educators to engage families.
- Cultivate and maintain relationships with community resource agencies.
- Maintain accurate, timely records, enter client data into database and prepare reports.
- Other duties assigned by supervisor.

Qualifications/Experience

- Bilingual in English and Spanish **highly preferred**.
- Bachelor, or Associate, degree in Education or a related field **highly preferred**.
- Minimum 3 years of professional work experience designing and facilitating adult learning experiences.
- Understanding of, and experience in, applying adult learning theory in designing engaging, impactful learning programs and experiences.
- Knowledge of popular education methodology.
- Experience coaching facilitators and/or leading facilitator training preferred.
- Experience managing projects preferred.
- Ability to prioritize and work under pressure in a deadline-oriented environment.
- Strong written and visual communication skills.
- Strong commitment to social justice.

Employment Terms/Compensation: This is a full-time, salaried position with generous benefit package. Salary range \$55,000-60,000. Must be available for evening classes on a scheduled basis.

Email cover letter and resume to: vhampton@jpndc.org

No phone calls please. Position open until filled.

JPNDC is an Affirmative Action/Equal Opportunity Employer