



**Hispanic
Foundation**
of Silicon Valley



Family Engagement Coordinator (FEC) | Job Description (Full Time)

The Organizations

Eastside Education Initiative's Mission

The Eastside Education Initiative's (EEI) mission is twofold: (1) to advocate for equal funding for East San Jose schools and (2) to provide supplemental educational services in order to promote a college and career readiness culture.

Hispanic Foundation of Silicon Valley's Mission

The Hispanic Foundation of Silicon Valley (HFSV) cultivates philanthropy and inspires Hispanic students and families to achieve personal greatness. HFSV engages leadership and bridges resources to invest in a thriving Hispanic community. Resources are directed toward educational excellence, leadership development, research, and convening and engaging the Hispanic community to improve the quality of life for Latinos in the Silicon Valley region.

Job Brief

Reporting to the HFSV Program Manager, the Family Engagement Coordinator (FEC) will undertake various administrative and program management tasks related to the EEI's student and program initiatives in Santa Clara County. The FEC will join the team in planning, organizing, and managing programs as well as carry out essential operational duties that require strong organizational skills, problem-solving skills, and a team player with a growth mindset.

This position will be responsible for effectively managing programs according to the Program Director's organizational goals and objectives. All EEI programs work closely with students, parents, educators, administrators, and third parties to bring students and their families onto a college-bound path.

Typical Duties and Responsibilities:

- Help build positive relations within the team and with external partners.
- Work alongside the EEI and HFSV Teams to support the planning, coordination of programs, and program-related activities.
- Meet weekly (as needed) with the VP of EEI and EEI Team to ensure communication and collaboration on programs.
- Ensure the implementation of EEI policies and practices.
- Coordinate program implementation in alignment with the yearly financial document and budget appropriately for specific programming.
- Schedule and organize meetings with the host sites and program partners to ensure program implementation and completion.
- Write, review, and present a Memorandum of Understanding between the EEI and either the Host Site or Program Partners.
- Maintain an EEI - HFSV program calendar/schedule.
- Track expenses and transactions of all programs related to any EEI - HFSV programs.
- Prepare and order necessary materials for program execution.
- Ensure the proper usage of technology and material usage for all program operations.



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- Support growth and program development through outreach and recruitment.
- Analyze and prepare quantitative and qualitative data and records of programs through pre and post-surveys. Analyze and develop data reports and proposals as needed (i.e. County Grant Reports, City Grant Reports, Corporate Sponsor Reports).
- Provide support for any EEI-related events and special projects.
- Create and produce social media and blog content.

Minimum Qualifications: Education and Experience

- A Bachelor's degree from an accredited college or university.
- 1-3 years of experience in delivering community-based programs, and philanthropy work.
- Knowledge of Santa Clara County school districts and community programs preferred.
- Experience working with STEM education and parent engagement programs in the region desired.
- Knowledge of program management, project management, and development procedures.
- Proficient in office software: MS Office (Word, Outlook, Excel, PowerPoint), Google Tools, Salesforce, etc.
- Experience with social media communication Facebook, Twitter, LinkedIn, etc.
- Ability to work with diverse individuals and multi-disciplinary teams with direct and indirect stakeholders.
- Ability to handle multiple priorities at the same time.
- Excellent time-management and organizational skills.
- Outstanding verbal and written communication skills.
- Detail-oriented and efficient.
- Bi-lingual (English/Spanish) required.
- Demonstrate initiative and exercise good judgment in the performance of duties.

Willingness to:

Work any day, including irregular hours (weekends and evenings).

Licenses/Certificates:

Possession and continued maintenance of a valid California driver's license and a safe driving record.

Salary/Benefits:

Salary and benefits will be commensurate with experience.

To Apply:

Send a cover letter and resume to mirella@hfsv.org.