

Internship Description: Parent, Family, & Community Engagement Intern for Early Head Start

Qualifications: Training and experience in fields related to social, human, or family services or in non-profit management. Preferred: Bachelors Degree or in process of accomplishing degree. An understanding of family systems, family service work, and community service systems. Must have good computer skills (Publisher, Word, PowerPoint, etc.) and very good organizational skills; ability to partner with community members, staff and parents, build skills in others through effective delegation, and act as a supportive team member. Have the ability to communicate effectively, maintain confidentiality and a positive attitude, and act consistent with a belief in the dignity and respect of all people are keys to success in this position. Spanish language ability is preferred, but not required.

Must provide own reliable transportation. Valid driver's license and verification of car insurance. Must pass background check and TB skin test. Willing to work variable hours, including some evenings and occasional Saturdays.

Responsibilities: Supports the EHS Education Manager through planning and promoting Parent, Family, & Community Engagement in all aspects of Early Head Start.

- Assist in Parent Engagement efforts including Parent Committee planning and activities making sure Performance Standards are met for this program area.
- Market and advertise EHS Parent Engagement Activities
- Perform parent engagement co-visits to encourage parents to be involved in the program and in their children's lives.
- Prepare monthly reports of parent engagement services and activities.
- Prepare quarterly parent mileage reimbursement information.
- Record attendance at Discovery Group, Parent Committee, and Policy Council.
- Attend Parent Activities, Discovery Group, and Fatherhood activities as possible. These are held throughout the work week and an occasional Saturday.
- Provide support and assistance to the EHS Management Team as needed.
- Keep "Baby Binders" up-to-date.
- Provide support to the Parent Committee Officers.

Interested applicants should e-mail a resume and cover letter to mhyde@kotm.org. Please include the semester you are interested in working and the requirements of your internship.