



Mobile Family Resource Center Coordinator Position Description

Organization

The CAN Council is a regional nonprofit organization dedicated to the prevention of child abuse and neglect through its nationally accredited and evidence-based education, intervention and advocacy programs. Founded in 1979, the CAN Council has consistently grown to meet the needs of the community's children and families, providing services in Arenac, Bay, Huron and Saginaw counties. For more information, visit CANcouncil.org.

Position

Responsible for scheduling Mobile Family Resource Center (MFRC) sites, coordinating and scheduling trusted community partners, maintaining MFRC inventory and facilitating MFRC programming at community events. The part-time, non-exempt position reports to the MFRC Program Director. The employee may select as their primary work location the Saginaw or Huron CAN Council facility. Time will be spent in Saginaw and Huron CAN Council facilities and throughout each county regularly and as necessary to successfully execute the role. Job responsibilities may demand irregular hours and may necessitate weekend and/or evening work.

This position will require a very flexible schedule with frequent evening and weekend events. A chauffeur's license will need to be attained within the first 30 days of employment.

Program Implementation Responsibilities

1. Work with the MFRC Program Director to identify sites to host the MFRC
2. Research and cultivate prospective programs and collaborations for the MFRC
3. Schedule collaborative partners for MFRC events
4. Stock the MFRC with concrete support materials including diapers, clothing, food, etc.
5. Drive the MFRC to events
6. Attend outreach activities
7. Build relationships with community members
8. Gain familiarity with resources in the community and assist parents with intakes or referrals for these resources
9. Collect data and evaluation from participants
10. Obtain & maintain training and licensure needed for the position
11. Complete evidence-based parenting curriculum training and facilitate parenting classes
12. Other duties as assigned to achieve the mission of the organization

Qualifications

Associate degree in relevant field or equivalent; strong interpersonal skills; proficient with Microsoft applications including Outlook, Word, Excel, PowerPoint, SharePoint, OneDrive and Planner; organized and timely; ability to work efficiently and autonomously. Daily

operations require the ability to lift 50 pounds without restrictions. Chauffeur's license needed within first 30 days of employment.

Annual satisfactory driving record and background check clearance required.

It is the policy of the CAN Council to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. Persons who do not meet all of the listed job criteria but who feel their knowledge, skills, and experience make them well-qualified candidates are encouraged to apply.