



Prevention Education Parenting Education 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

The Parenting Education Coordinator will organize, facilitate and evaluate all CAN Council parenting education and support programs within Bay, Huron & Saginaw County. The full-time, non-exempt position reports to the Prevention Program Director. Primary work location will be in the Saginaw CAN Council facility. Time will be spent in the Bay & Huron CAN Council facilities and in 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.

Program Implementation Responsibilities

1. Provide a yearly timeline and goals for the parenting education and support programs.
2. Implement and evaluate all parenting education and support programs.
3. Assist parents in securing goal-directed and solution-focused resources.
4. Develop/revise evaluation process for new/existing programs.
5. Accountable for any standards and guidelines outlined in program curricula.
6. Maintain expertise on trends and issues pertaining to abuse statistics and parent education and support.
7. Attend training and professional conferences as requested and/or approved by the Prevention Program Director.
8. Train entire Prevention department to be back-up parenting facilitator as needed.
9. Cultivate community relationships to promote and enhance parenting education and support programs.
10. Actively assist Grant Specialist in preparing parenting education grant proposals.
11. Monitor parenting education and support program compliance with grant award terms and conditions ensuring the fidelity of grant projects/programs.
12. Ensure timely data entry, reporting, and evaluation for each parenting program.
13. Provide data analytics to Program Director using Microsoft Planner.

Qualifications

Associate degree required, Bachelor's degree preferred; experience teaching adult learners is required with special consideration for candidates with experience educating parents and those with significant lived experience; excellent communication and interpersonal skills; proficient with Microsoft applications including Outlook, Word, Excel, PowerPoint, SharePoint, OneDrive and Planner; knowledgeable and comfort with database management; outstanding presentation, organizational and team building skills;

exceptional customer service; positive attitude; organized and timely; ability to work efficiently, effectively and with flexibility. Must be able to lift 40 pounds as required.

Annual satisfactory driving record and background check clearance required. CAN Council will provide training on all current parent education and support programs upon hiring.

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.