



JOB DESCRIPTION

POSITION TITLE: Community Engagement Supervisor

EXEMPTION STATUS: Exempt

JOB RELATIONSHIPS:

Reports to: Director of Community Engagement/Chief Program Officer/Chief Executive Officer

Supervised by: Director of Community Engagement

Personnel supervised: Community Educators

Interrelationships: Alliance For Children staff members housed at all locations, client children and families, public agency staff members, team members from Cook Children's Medical Center, members from the Tarrant County Criminal District Attorney's Office, community agencies/donors and youth serving organizations.

Summary:

The Community Engagement Supervisor is responsible for the oversight of Alliance For Children's child abuse prevention community programs for children and youth. This position also serves as part of the team overseeing all child abuse prevention community awareness, working to engage community members in the mission and work of Alliance For Children.

Job Duties/Essential Functions:

COMMUNITY ENGAGEMENT

The Community Engagement Supervisor is responsible for developing and maintaining community relationships. This is accomplished by:

- Coordinating with the Community Engagement Team in the development of new opportunities for Alliance For Children.
- Developing and maintaining relationships with community donors.
- Attending community group meetings and events to promote Alliance For Children and increase awareness and support.
- Representing Alliance For Children by serving on collaborative committees within the community.
- Coordinating with the Community Engagement Team to manage the Back-to-School and Christmas Client Support Programs for the agency.
- Requesting in-kind donations from area businesses/organizations to support the work of Alliance For Children.
- Coordinating with the Community Engagement Team to establish and oversee Alliance For Children-led community work groups/committees to enhance the services of Alliance For Children.

COMMUNITY EDUCATION

The Community Engagement Supervisor is responsible for generating knowledge of child abuse and enthusiasm for the mission of Alliance For Children in the community served. These responsibilities are met by:

- Developing public speaking opportunities to share the mission and purpose of Alliance For Children.
- Scheduling, preparing and delivering the Stewards of Children training curriculum to area organizations and community groups.
- Scheduling, preparing and delivering other child abuse prevention curriculum to area organizations and community groups as needed.
- Coordinating with the Community Engagement Team to oversee Child Abuse Prevention Month efforts.
- Giving tours of the Alliance For Children centers to help educate the public about the mission and work of the agency.

PROGRAM OVERSIGHT

The Community Engagement Supervisor is responsible for successfully managing Alliance For Children's delivery of child abuse prevention programs to area children and youth. This responsibility is accomplished by:

- Providing direct supervision of Alliance For Children Community Educators.
- Coordinating the school/community presentation schedules of the Community Educators – maintaining good communication with counselors and other professionals to set up and confirm schedules.
- Marketing prevention programs to new organizations.
- Ensuring any established children's education goals are being met. The Community Engagement Supervisor will keep the Director of Community Engagement aware if any issues arise in meeting goals.
- Presenting P.S. It's My Body or NetSmartz as needed in the absence of a Community Educator.
- Ensuring a second person is available in a P.S. It's My Body presentation to be Happy Bear as needed.
- Working with the Community Educators to update and enhance presentations as needed, keeping an awareness of other quality community programs.
- Writing and delivering the annual evaluation of the Community Educators and making recommendations to the Director of Community Engagement/Chief Executive Officer for compensation.

Knowledge/Skills/Abilities:

- Bachelor's degree in social work or related field required.
- Master's degree preferred.
- Minimum of two years' experience working in social services field and/or non-profit organization required.
- Work experience beyond the minimum two year requirement may be substituted for the Master's degree preference.
- Must have valid driver's license and proof of liability insurance if driving for agency purposes.
- Must successfully complete annual criminal and civil background checks.
- Able to maintain confidentiality and present in a positive, professional manner at all times.
- Able to maintain composure and professionalism under pressure of deadlines.
- Regular and reliable attendance.

- Personal qualities of integrity, credibility, and dedication to the mission of Alliance For Children.

Physical Requirements:

Able to sit, walk, stand, bend, squat, kneel and twist on an intermittent and sometimes continuous basis. Able to grasp, push, pull objects and reach overhead. Able to operate a telephone and computer. Able to lift up to 20 lbs. Moderate independent travel by private auto required.

Mission:

The mission of Alliance For Children is to protect Tarrant County children from child abuse through teamed investigations, healing services, and community education.