

Telephone: 906-863-5665



Fax: 906-863-7776

JOB POSTING

POSITION: **GREAT START FAMILY LIAISON & FAMILY ENGAGEMENT
GRANT COORDINATOR**

QUALIFICATIONS: Associate's degree or higher in early childhood or related field preferred; experience in early childhood, community planning, advocacy, or volunteer work.

SALARY: 52 weeks per contract/fiscal year, 70% Position/ 182 days
Salary Range: \$25,000-\$30,000

POSTED DATE: March 26, 2025

APPLICATION

DEADLINE: April 7, 2025

Send application to:
Janene Salewsky – HR/Office Manager-Menominee County ISD
1201 41st Avenue, Menominee, Michigan 49858
careers@mc-isd.org

Notice of Non-discrimination

It is the policy of Menominee County Intermediate School District not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources/Office Manager, 1201 41st Ave, Menominee, MI, 49858. (906) 863-5665. MCISD is an E.O.E.

JOB DESCRIPTION

TITLE: GREAT START FAMILY LIAISON & FAMILY ENGAGEMENT COORDINATOR

REPORTS TO: GSC Director & Menominee County ISD Superintendent

POSITION PURPOSE: To increase parent participation in the early childhood planning and decision-making process for the purpose of building a strong early childhood system. To coordinate efforts of the Family Engagement and Children Trust Michigan grants.

QUALIFICATIONS:

- **Education & Experience:** Associate's degree or higher in early childhood or related field preferred; experience in early childhood, community planning, advocacy, or volunteer work.
- **Leadership & Community Engagement:** Strong leadership skills; ability to connect with and mentor parents; experience working with diverse community members and organizations.
- **Planning & Administration:** Knowledge of or willingness to learn grant writing, social media, website management, and annual planning.
- **Communication & Facilitation:** Effective verbal and written communicator; skilled in leading meetings, facilitating groups, and resolving conflicts.
- **Organization & Independence:** Self-motivated, able to work independently and delegate tasks effectively.
- **Requirements:** Valid MI driver's license or ability to travel; willingness to attend state trainings; ability to pass fingerprint and Central Registry Clearance.

DUTIES SPECIFIC TO FAMILY LIAISON: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- **Family Coalition Leadership & Engagement:** Lead and coordinate Great Start Family Coalition (GSFC) meetings, activities, and recruitment; maintain attendance records and meeting minutes.
- **Community Outreach & Events:** Host family/child outreach events, participate in community activities, and attend family-led meetings across Menominee County.
- **Collaboration & Advocacy:** Attend Great Start Collaborative (GSC) meetings, assist with initiatives (e.g., Early Literacy, Kindergarten Readiness), and engage in early childhood advocacy efforts.
- **Program Management:** Oversee Imagination Library, Kids Cash program, Help Me Grow efforts, and Children Trust Michigan (CTM) grant activities (e.g., safe sleep project, Child Abuse Prevention Month).
- **Communication & Promotion:** Maintain GSFC's contact list, Facebook page, and website; create newsletters, radio ads, and board updates; keep parents informed about events and resources.
- **Parent & Community Support:** Organize Parent Cafés, playgroups, and seasonal programs; build relationships with daycare providers, preschools, and schools.
- **Training & Professional Development:** Attend regional and state meetings, trainings, and conferences for Family Liaisons.

DUTIES SPECIFIC TO FAMILY ENGAGEMENT GRANT COORDINATOR:

- **Family Engagement Coordination:** Develop and execute family engagement programs in collaboration with schools and community partners.
- **UPLifting Families Network:** Represent ISD in meetings, events, and data collection efforts; ensure open communication between ISD and the network.
- **Community Partnerships:** Build and maintain relationships with stakeholders to support P-20 family engagement and literacy initiatives.
- **Workshops & Events:** Facilitate or collaborate on workshops and activities focused on parenting, child development, literacy, and school readiness.
- **Literacy Hub Implementation:** Oversee evidence-based practices for birth-5th grade literacy programs; establish effective communication with families.
- **Family Outreach & Support:** Engage hard-to-reach families, connect them with community resources, and

empower parents as advocates in education.

- **Data & Impact Assessment:** Use data to evaluate and improve initiatives; track engagement metrics.
- **Collaboration & Advocacy:** Work with PTAs, Great Start Collaboratives, Family Coalitions, and community organizations; foster partnerships with businesses, libraries, and faith-based institutions.
- **Budget & Compliance:** Manage budgets aligned with 35i grant objectives; adapt to grant changes as needed.

Conditions of Employment:

Employment Date:

Pending approval by the Board of Education and satisfactory completion of pre-employment background and criminal history checks. Position begins immediately

Terms of employment:

52 weeks per contract/fiscal year, 70% Position/ 182 days

Salary Range: \$25,000-\$30,000

Posting Date: March 26, 2025

Application Deadline: April 7, 2025

Send cover letter, resume, and application to:

Janene Salewsky – HR/Office Manager-Menominee County ISD

1201 41st Avenue, Menominee, Michigan 49858

careers@mc-isd.org

Visit <https://www.mc-isd.org/> for complete job description and posting.