

Parent Liaison Job Description

Job Title: Great Start Parent Liaison

Position Summary: Increase parent participation in the early childhood planning and decision making in Oakland County through establishing and supporting the Oakland Great Start Parent Coalition and the events it supports.

POSITION DETAILS:

- **PROJECT:** Increase parent participation in Great Start
- **HOURS:** 28 hours per week \$28.50 per hour

Responsibilities:

- Actively recruit, train and engage new parent representatives.
- Plan, convene and facilitate Parent Coalition meetings.
- Facilitate planning, coordination and support of Parent Coalition activities and events.
- Engage Parent Coalition members in promoting and supporting Great Start Collaborative projects and activities.
- Recruit Parent Coalition members who represent the diversity of the community.
- Represent the Great Start Parent Coalition at designated community events and meetings.
- Maintain parent membership and attendance database.
- Maintain records and information needed for grant reporting.
- Assist in developing grant reports.

Preferred Qualifications:

- Bachelor's Degree
- Experience working in a culturally diverse environment
- Bilingual
- Two year's work experience in a field requiring use of written and/or oral communication skills
- Valid Michigan driver's license and reliable transportation required.
- Experience in group facilitation
- Knowledge and use of services for young children in Oakland County
- Ability to use Microsoft Word, Outlook and Internet based software.

**This is a grant funded position employed by EduStaff
(Contracted through Oakland Schools).
If interested please send resume and letter of interest to:
Veronica Pechumer – veronica.pechumer@oakland.k12.mi.us**