



Job Description

Mockingbird Family Program Coordinator

Job Title:	Mockingbird Family Program Coordinator	Status:	Regular, Full Time
Partners with:	Family Programs Manager and Director	Salary Range:	\$23.00-\$24.00 per hour, DOE/DOQ
Program:	Practice Innovation	Classification:	Non-Exempt

The Mockingbird Society is a non-partisan advocacy organization focused on transforming foster care and ending youth homelessness. We do this by creating, supporting, and advocating for racially equitable, healthy environments that develop youth and young adults at risk of or experiencing foster care or homelessness. Our efforts are rooted in and guided by the voices of the communities we serve and those with lived experience in the systems we are trying to change. Ultimately, we want each and every young person, regardless of race and individual experience, to reach adulthood with an equitable opportunity to thrive.

POSITION SUMMARY

TMS is seeking a Family Programs Coordinator to join our growing technical consultant team to deliver MOCKINGBIRD FAMILY™. MOCKINGBIRD FAMILY™ is an innovative foster care delivery model that has completely reinvented the traditional foster care experience - and with its positive outcomes - has been replicated within Washington, nationally and internationally. The Family Programs Coordinator will contribute significantly to our program delivery goals.

In collaboration with the Family Programs Manager and Director of Practice Innovation the Family Programs Coordinator will provide program support in the areas of consultation, technical assistance, and training to external clients implementing MOCKINGBIRD FAMILY™. The Coordinator will assist with planning, scheduling, and delivery of presentations, trainings, and meetings; support the collection, tracking and reporting of program data; and will provide general program support as needed.

ESSENTIAL RESPONSIBILITIES

- Work with the Family Programs team in providing technical assistance, training, and consultation to foster care agencies and foster families implementing and launching MOCKINGBIRD FAMILY™ Constellations.
- Collect data and information on ongoing fidelity of Constellations with external partners; produce reports necessary for internal and external reporting requirements.
- Assist in educating foster care providers and foster families about MOCKINGBIRD FAMILY™.
- Help ensure consistent internal/external messages across international partner agencies.
- Support the planning and delivery of presentations, meetings and other events that support MOCKINGBIRD FAMILY™ operations and expansion goals globally.
- Coordinate with the Communications Manager and the Family Programs team in the development of communications tools and materials, including brochures, flyers, videos, and website content.
- Understand, promote, and apply diversity, equity and inclusion principles and concepts to MOCKINGBIRD FAMILY™ -related work.

- Assist in identifying and developing, as needed, ongoing additional resources and materials that can assist agencies during training and ongoing technical assistance.
- Coordinate with other TMS departments to support agency efforts and strategic goals.
- Help promote a positive, productive, solution focused work environment and model a spirit of innovation.
- Support the Family Programs team with program operational and administrative tasks as requested.
- Other duties as assigned.

QUALIFICATIONS

- Experience with, and/or commitment to having a race equitable and socially just lens and providing cultural appropriate services.
- 1-2 years' personal or professional experience working with child welfare or social services organizations, with knowledge of issues and obstacles faced by youth and families involved in social service systems, is preferred.
- Excellent interpersonal and relationship-building skills; ability to maintain a positive and professional demeanor toward a variety of stakeholders, including youth, foster parents, donors, community members, and legislators, even during extremely difficult conversations.
- Excellent written and verbal communication skills.
- Excellent organizational, time management and project management skills; ability to multitask, meet deadlines, and balance priorities.
- Proficiency with Microsoft Office (Excel, Word, PowerPoint), and virtual meeting platforms (Zoom, Teams).
- Comfortable with continually learning and addressing barriers and failures as they present themselves
- Bachelor's degree in social work, human services, social sciences, or related field, or a comparable combination of education and experience, is preferred but not required.

OTHER REQUIREMENTS

- Upon date of hire, must be able to pass a Washington State and national criminal history check.
- Must have valid driver's license, appropriate insurance and access to a vehicle or alternative source of transportation for regular business use throughout Washington.
- Available to work some evenings and weekends with occasional travel.

COMPENSATION

The starting salary range for this position is between \$23.00 and \$24.00 per hour, depending on experience and qualifications. The hourly rate is based on a 36-hour, flexible work week. Benefits include medical and dental insurance, optional SIMPLE IRA with employer match, Employee Assistance Program, and generous paid time off.

EMPLOYMENT POLICY

The Mockingbird Society™ is an Equal Opportunity employer. Employment is based upon individual qualifications without regard to race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, disabilities, political ideology, sexual orientation, or any other legally protected status. **Alumni of foster care and those who have experienced youth homelessness are encouraged to apply.**

HOW TO APPLY

Please follow the below instructions in full. Incomplete applications will not be considered.

- Submit applications to jobs@mockingbirdsociety.org with “Family Programs Coordinator” in the subject line.
- Applications must include a resume and a cover letter, in Word or PDF format.
- The Mockingbird Society is committed to actively creating racial equity and eliminating the impact of intersectionality by embodying the changes we want to see in our work. Applicants are required to include a statement regarding how they would support and further this goal in their cover letter.

We are unable to respond to phone inquiries.

Position is open until filled; priority consideration will be given to applications received by **September 27th, 2021.**