POSITION: P-3 Program Coordinator
WAGE: $35,000 - $38,500 (DOE)
LOCATION: Lincoln Park Elementary School – 13200 SE Lincoln St, Portland, OR
APPLY AT: www.irco.org
STATUS: Full Time with Benefits
PROGRAM(S): P-3 (part of Multnomah County’s SUN Service System)
OPENING DATE: February 7, 2020
CLOSING DATE: Open until filled
REQUIREMENTS: English required. Preference for bilingual in English & Spanish, or English & one of the following Asian languages -- Vietnamese, Chinese (Cantonese, Mandarin), Nepali
Driving required, with access to personal vehicle during work hours preferred
Works with youth under age 18; must pass criminal background check

GENERAL POSITION SUMMARY:
P-3 (pre-natal to 3rd grade) is a school-based early learning and community outreach program that provides year-round early learning activities for children and their caregivers, and supports the school and SUN program with their family engagement and community outreach efforts, including: coordinating volunteer recruitment and retention, brokering community partnerships and helping with the development of the school’s Family Leadership Team. The P-3 Program Coordinator will work closely with the Schools Uniting Neighborhood (SUN) site manager, principal and other school or IRCO staff to increase and deepen culturally responsive parent-centered family engagement and school leadership. The P-3 Program Coordinator will foster collaborations with early learning partners and help to develop and promote the school as an early learning hub. The position must be able to operate with flexibility—hosting regular/weekly groups during school day and/or afterschool hours, and to be present at evening school-wide and community events (typically held quarterly). They must attend meetings with Program Managers, schools, IRCO, and/or community meetings. The coordinator must be able to work with culturally diverse populations and must be able to work in a culturally responsive manner that meets P-3’s and IRCO’s mission and values. The P-3 Program Coordinator is responsible for developing a program Annual Plan, to monitor the program’s budget, to maintain program records, write program reports. The P-3 Program Coordinator position will also directly hire and supervise employees and volunteers. This position is responsible for executing all contracted program deliverables. The P-3 Program Coordinator position is a component of IRCO’s SUN Community Schools programming. This position is supervised by IRCO’s SUN Supervision Team including IRCO’s Youth Department manager (school-based programs).
IRCO’s Specific P-3 Approach
As the lead agency, IRCO highlights and brings a unique approach to serving the school community:

1. IRCO is the leader in providing culturally specific services. Culturally specific services are created by and for specific cultural communities with an emphasis on the voices and experiences of those groups. As a culturally specific provider, we demand action to provide services to our most vulnerable populations to overcome disparities and inequalities that are plaguing our education system.

2. We consistently deliver wrap around comprehensive programming to assist students and families. In concert with all of what IRCO has to offer, P-3 Programs (operated in tandem with IRCO’s SUN Community Schools Program) function as an interconnected web of support. By offering numerous programs and services our P-3 coordinators, SUN site managers, SUN staff, IRCO youth academic school-based staff and community-based locations are able to meet our families’ particular needs.

ESSENTIAL FUNCTIONS:
These job functions are fundamental to the performance of the job. Individuals are qualified to perform the job only if they can perform all the essential functions of the job with or without reasonable accommodation.
These job functions include many but not all of the necessary tasks the employee may be asked to perform:

• Coordinate and offer culturally responsive, weekly Play & Learn early groups for pre-school aged children and their caregivers
• Be able to create lesson plans for Play & Learn groups aligned with early learning standards (e.g. developmental milestones)
• Hire, support and supervise staff to assist in delivery of P-3 expected outputs and outcomes
• Leverage community partnerships and resources for Play and Learn and other P-3 activities
• Coordinate all early learning partners providing services in the school building and facilitate regular early learning partners meetings (e.g., weekly, monthly or quarterly)
• Work with SUN Site Manager and Principal to ensure that P-3 activities are included in the SUN Annual Plan and the school’s School Improvement Plan/Continuous Improvement Plan
• Develop a P-3 Annual Plan and operating budget accounting for all program activities
• Work as part of school team to coordinate kindergarten readiness efforts like Connect to Kindergarten, Kinder Round Up, Early Kindergarten Transition (EKT), EKT Reunion, and other such activities
• Support coordination of the summer Early Kindergarten Transition (EKT) program, including leading the EKT parent groups
• Participate in Kindergarten Teacher Family Visits (KTFV) home visitation program with school staff if school has a KTFV program
• Host Parent Cafes and/or other parent/family leadership activities monthly to encourage parents to develop supportive peer relationships
• Help the school develop a family-friendly and culturally responsive climate, with a special
focus on supporting families of color and families who speak languages other than English

- Collaborate with Principal and SUN manager to engage parents to participate in the Family Leadership Team
- Partner with SUN, or Principal and other school partners (like PTO) to host quarterly Community Engagement Nights
- Be present and visible in the school building by looking for opportunities, such as at daily school drop-off, school events, and community events, to greet and get to know families
- Cultivate school volunteer and leadership opportunities for parents and community members
- Survey parents, both informally and formally, about their interests, strengths and areas they need support in
- Collaborate with SUN and school counselor to develop and maintain a Resource Navigation Tracking system
- Participate in at least one school team that promotes diversity, equity, and inclusion (e.g., equity team, student attendance response team, PBIS team)
- Participate in IRCO, SUN and work systems meetings and trainings
- Ensure confidentiality of student, parent & family information
- Effectively collect and record all data and maintain records in accordance with IRCO’s and funder’s guidelines
- Complete all required report writing, program evaluations and data entry by the required deadline per IRCO and funder requirements
- Manage program budget as directed by IRCO Program Supervisor. Ensure that all fiscal and HR records and reports are completed within required time frames
- Maintain clear communication with SUN Site Manager, Principal, IRCO Program Supervisor, and County SUN Early Learning Coordinator to keep them informed of successes and challenges
- Make presentations on behalf of school, SUN and IRCO related to P-3 and other topics when needed
- Utilize popular education methods and provide opportunities for families to share their culture, knowledge and experience at school events in culturally relevant ways

SECONDARY FUNCTIONS:

- Successful candidates must have ability to maintain positive working relationships with agency, programs and with all community contacts
- Ability to function in a positive manner in a demanding work environment, to demonstrate a high degree of flexibility, to respond to priorities and schedules that change frequently, and to meet commitments. Ability to meet multiple, sometimes conflicting deadlines
- Must be punctual, maintain a good attendance record, and be able to work flexible hours to meet the availability of clients
- This position works primarily in an office environment, but may be required to work in the field or to go on field trips (outdoors)
JOB SPECIFIC QUALIFICATIONS:
- Associate’s degree or equivalent (e.g., Community Health Worker, Community Education Worker), with coursework in early childhood education, social services programing, or community organizing preferred
- Must pass extensive criminal history background check
- Experience in program coordination, budgeting, report writing
- Experience supervising children and staff
- Experience working within the public school system, especially in elementary school settings
- Experience working in a social service setting
- Experience working in collaboration with a variety of agencies and programs
- Fluency in English and another language may be required (listed above)
- Minimum two years of formal or informal community organizing

KNOWLEDGE:
Education: Associate's Degree (3)
Experience: 1-2 years of experience is required (3)
Licensure, Certification:
Additional Language Required:
Computers: All positions at IRCO require use of a computer and experience working with Microsoft Products including but not limited to Microsoft 365, Excel, Word, Outlook and PowerPoint. In addition, this position specifically requires: N/A

SKILLS:
Communication:
Regular communication inside and outside the organization to exchange ideas and gather information (5)
Creativity:
Regular need for redesign of a single focus process or procedure is needed (3)

EFFORT:
Mental:
There is regular variation in tasks and the job holder must decide which tasks to complete as well as the order in which tasks are completed (3)
Physical:
Positions at this level require some physical efforts or manual labor such as lifting, carrying or constant movement. Positions with regular responsibility for driving are to be placed at least at this level (3)

RESPONSIBILITY:
Impact and Influence:
Positions at this level have a some need or ability to analyze problem or concepts or make
decisions on the information. Positions at this level have some impact to and influence on organization operations, programs, expense or budgetary outcomes. (3)

**Work Independence:**
Positions at this level are expected to handle regularly assigned work which includes making decisions and taking action under limited supervision. New or unusual work is performed with a moderate degree of supervision, assistance, and review. (3)

**Planning:**
Positions at this level must consider own work and work of others. Planning processes will include determination of issues or obstacles and preferred courses of action. Ability to forecast for the near future (six to twelve months) is required (3)

**Supervision:**
Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations to supervisors and HR regarding hiring, disciplining, terminating employees, or pay adjustments. (3)

**WORKING CONDITIONS:**

**Environment:**
This level has a work environment that is usually well protected, free from hazards or obstacles. There is little element of personal risk or hazard. Job conditions are usually comfortable, with only occasional issues, temperature change (2)

**Schedule:**
The work schedule occasionally fluctuates based on organization or customer needs. This fluctuation may occur with or without prior notice. (3)

**HOW TO APPLY:**
Applications are accessible on the IRCO website, [www.irco.org](http://www.irco.org) or IRCO’s main office, 10301 NE Glisan, Portland, OR 97220, 503-234-1541. Attach resume and cover letter to IRCO application form. This position requires the completion of an IRCO application. Materials submitted without a completed application are considered incomplete and will not be considered. Due to the high volume of applications received, we will not be able to contact each applicant or return calls regarding the status of your application.

**ABOUT IRCO:**
The Immigrant and Refugee Community Organization (IRCO) is a non-profit organization established in 1976 to serve immigrants, refugees, and the broader community in Portland, Oregon. Our mission is to promote the integration of refugees, immigrants, and the community at large into a self-sufficient, healthy, and inclusive multiethnic society. Find out more at [www.irco.org](http://www.irco.org).

**IRCO IS AN EQUAL OPPORTUNITY EMPLOYER**