



## EMERGENCY FAMILY ASSISTANCE ASSOCIATION JOB DESCRIPTION

<b>Job Title:</b>	Children, Youth and Family Coordinator	
<b>Hours of Work:</b>	40 hours per week Monday-Friday. Work hours are 8:30 am - 5:00 pm with occasional evenings and weekends. A hybrid schedule with 3 days on site and 2 days remote work with Wednesdays as required on site day. Regular and timely attendance is an essential function of this job.	
<b>Reports to:</b>	Children, Youth and Family Program Manager	
<b>Worksite:</b>	EFAA Office	1575 Yarmouth Ave, Boulder
	16th Street	4650 16th Street, Boulder
	Triplex	4700-4708 18th St, Boulder
	ECHO House	929 Marine Street, Boulder
	Garfield	1606 Garfield Ave, Louisville
	North Carr	201 N. Carr, Lafayette
	Atwood	811 & 819 Atwood, Longmont

### About EFAA

EFAA's mission is to provide stabilization services, innovative programs, and transformative advocacy to strengthen families and create a thriving community. For over 100 years, EFAA has provided a local safety net to vulnerable households, and has increasingly developed deeper programming to more systematically reduce poverty, prevent homelessness, build family resilience and create a more equitable community.

### Position Summary

The goal of this position is to foster resiliency and strong, positive social and emotional development of children experiencing homelessness and or are facing multiple risk factors with a focus on equity. The Children, Youth and Family Program Coordinator will focus their work on supporting EFAA's targeted initiatives, programs, and trainings for low-income and ethnically diverse children & their parents residing in our Housing Programs as well as to EFAA's participant families.

The focus areas for EFAA's Children's Youth and Family Program are to ensure participant families have access to health care, strengths based/trauma informed parenting skills/support, access to prosocial activities, school success and social and emotional well-being.

### Essential Functions

1. Coordinate child, youth, and parent focused trainings and classes as identified by the CYF Manager.
2. Improve CYF connection and coordination with community resources, including local schools, childcare, mental health support, parenting classes, community activities, etc.
3. Support the CYF Program manager on the design and implementation on the new 0-5 Thrive Pilot; facilitate the program as determined.
4. Support the CYF Manager in the implementation of expanded childcare referrals; facilitate services as determined.

5. Facilitate summer camp and other year-round pro-social activities to Basic Needs families; support the CYF manager in coordinating providers.
6. Compile and regularly share relevant child-focused resources with Children, Housing and Basic Needs Case Managers.
7. Assist in the coordination of volunteers.
8. Attend all appropriate staff meetings.
9. Assist in the identification and introduction of national best-practices as they related to CYF programming.
10. Take proper safety precautions, anticipate unsafe circumstances and act accordingly to prevent accidents. Adhere to and practice EFAA Safety Rules and COVID protocols. Ensure volunteers and supervised staff adhere to EFAA safety rules at all times.

The duties and responsibilities described are not a comprehensive list and that additional tasks may be assigned as necessitated by organizational demands.

### **Skills/Competencies**

- Degree in child development, education, human services or equivalent experience required.
- A minimum of 2 years' experience working with children in some capacity required.
- Experience working with low-income and ethnically diverse populations.
- Ability to communicate and work effectively with a wide variety of people.
- Verbal and written Spanish language proficiency preferred.
- Ability to maintain a high degree of confidentiality.
- Attention to detail and an ability to manage multiple projects.
- Strong interpersonal, oral, and written communication skills.
- Clean driving record.
- Requires computer skills in MS Office and MS Teams.
- Requires a valid Colorado Driver's License and private transportation.
- Commitment to EFAA's mission diversity, equity and inclusion.

### **Working Environment, Physical Activities and Equipment Used:**

Physical agility to perform all aspects of the job including standing, sitting, walking, the use of stairs, ability to lift up to 30 lbs. Typical office environment. Regularly uses computers for data input and other work.

Employee must take proper safety precautions, anticipate unsafe circumstances and act accordingly to prevent accidents; adhere to and practice EFAA Safety Rules.

### **Compensation**

This is a full-time position (100% FTE) or 40 hours per week. The salary range for this position is \$48,000 - \$52,000. Competitive pay commensurate with education and experience.

### **Why You Should Apply**

EFAA's culture is employee-focused, providing access to a generous benefits package including:

- Competitive paid time off and holidays
- Choice of employer-paid health insurance plans, including family coverage options
- Employer paid Simple IRA contributions
- RTD Ecopass
- Language bonus for bilingual English / Spanish speaking employees
- Family friendly policies and practices

- A commitment to professional development and training

**How to Apply**

Please email your cover letter and resume to **resumes@efaa.org** with the subject line “Children Youth and Family Coordinator”. The position is open until filled. Applications will be reviewed on a rolling basis.

**Non-Discrimination Policy**

Our people are the foundation of who we are as an organization. Attracting, hiring and retaining diverse talent enables us to be more innovative and better serve our employees, volunteers, participants, and the community. EFAA is dedicated to the principles of equal employment opportunity (EEO). We are committed to recruiting, hiring, training and promoting qualified people of all backgrounds, regardless of age, race, sex, color, religion, creed, national origin or ancestry, disability, military status, familial status, sexual orientation, gender identity or expression, genetic information or characteristics, parenthood, custody of a minor child, pregnancy or any protected class under applicable Federal, State or local laws that is not listed above.