



Title:	Parent Partner
Reports to:	Community Engagement and Advocacy Coordinator
Work Site:	FIERCE Advocates offices, Richmond, CA This position is hybrid; this means there will be an expectation of weekly on-site work in addition to working remotely during the week.
Hours/Status:	Non-exempt, Part-time (15 hrs/wk). Time beyond 15 hours is at the manager's discretion.
Salary:	\$16.17/hour. The position is a non-exempt, hourly position and qualifies for overtime pay.
Start Date:	Open until Filled
How to Apply:	Submit a cover letter and resume to info@fierceedvocates.org Due to the high volume of applications, only those selected for further discussion will be contacted.

Who We Are

We are launching a new path forward as FIERCE Advocates, formerly known as Building Blocks for Kids (BBK). Since our founding in 2005, FIERCE Advocates has been at the forefront of social justice and family wellness. Our mission is to amplify the voices of parents/caregivers of color in West Contra Costa County and partner with those throughout Contra Costa County to advance equitable access and opportunities so that all youth have quality education and all families achieve emotional and physical well-being.

What Inspires Our Team to Work at FIERCE Advocates

- We are **rooted in our communities** and authentically connected to those who live there. Community efforts led and supported by residents
- We embrace family-centric and inclusive practices for those seeking to manage their work and personal lives
- We **Live and breathe our values** of being loving, compassionate, curious, and innovative

FIERCE Advocates strives to have our organizational policies and practices meet our values. We believe that the well-being of a community is critical to the feeding and nurturing of each community member's mind, body, and soul. To that end, we invest in our people with paid wellness days and extended time off during holiday



periods, flexibility with temporary changes to work schedules to adapt to the unexpected and when life happens, and professional development, including life coaching, because our team is our most effective resource.

If you believe you may be a like-minded addition, read on!

POSITION SUMMARY:

This position is responsible for supporting the PAO Coordinator and Assistant to train and build parent leadership in West Contra Costa County by connecting parents and caregivers to resources, building their advocacy skills, and ensuring that participants involved in FIERCE Advocates community engagement and advocacy efforts receive strong support and information.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work with PAO Coordinator and Assistant to build a base of informed residents
- Work with PAO Coordinator and Assistant to develop and implement strategies for parent engagement, leadership, and participation in West Contra Costa County
- Develop a sense of belonging and teamwork among FIERCE Advocates PAO team and community resident participants
- Assist with the development of community leaders and support them by connecting parents to resources, community meetings, and building their self-and-collective advocacy skills
- Assist with coordinating community engagement and advocacy activities according to priorities asserted by West Contra Costa residents and FIERCE Advocates' community engagement and advocacy goals
- Work with the PAO Coordinator and assistant to set up for meetings, events, and programs, including preparing sites, agendas, refreshments, program documents and facilitation materials
- Support parent and community outreach and relationship building, including contacting residents via email, phone, and social media to maintain relationships
- Coordinate the logistics of activities including but not limited to regularly scheduled monthly meetings, neighborhood events, and parent convenings

OTHER DUTIES AND RESPONSIBILITIES:

- Attend regular staff and community meetings as assigned
- Prepare informational and program marketing materials for youth participants, parents/caregivers, community partners, and other interested persons and organizations
- Participate as a team member in organization-wide events and activities
- Promote FIERCE Advocates' mission and goals, including articulating the mission and taking opportunities to increase the organization's visibility when appropriate
- Bring community issues and opportunities to the attention of the FIERCE Advocates team and share knowledge and resources with other staff and community partners



- Evening and weekend hours are often required to complete the essential job duties listed;
- Other duties as assigned

EDUCATION AND EXPERIENCE:

- At least 1 year of stakeholder relationship experience and community engagement and advocacy, with a deep understanding of social justice and community wellbeing

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong writing and direct communication skills for multiple audiences
- Unfaltering and exemplary time and project management skills
- Excellent presentation, workshop, and meeting facilitation skills
- Ability to work well and collaborate with multiple stakeholders (CBOs, schools, parents, students, social service providers, government officials)
- Technology savvy including posting on social media and email marketing applications, and robo-calling/texting technology
- Must be fully vaccinated, booster included (when applicable).

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to climb stairs
- Ability to sit at a desk and type for a number of hours
- Requires ability to use a keyboard and monitor
- Requires the ability to communicate verbally, both in person and on the telephone.

FIERCE Advocates strongly encourages people of color, local residents, and LBGTQI to apply. We will consider for employment qualified applicants with arrest and conviction records. FIERCE Advocates is an equal opportunity employer and requires all employees to have received an FDA- approved vaccine against COVID-19 as a condition of employment and must be fully vaccinated, booster included (when applicable).