

Job Title:	Program Coordinator- Family Opportunity Center, Buffalo Public Schools
Staff Category:	Full-Time
Department:	EPC 200
Reports to:	Director of Parenting
Supervises:	N/A
FLSA Classification:	Non-Exempt
Effective Date:	6/30/2025

Position Summary:

This position is housed at Buffalo Public School #PS80 Highgate Heights Family Opportunity Center under the supervision of the Director of Parenting. The Program Coordinator will be responsible for the daily operations and functions of the FOC to the families of the 14215 zip code and the students who attend Buffalo Public School in the 14215 zip code. The Program Coordinator will be responsible for the appropriate implementation of parenting programs, family engagement opportunities, and youth services to the families of who reside in the 14215 zip code and the students who attend Buffalo Public School in the 14215 zip code. Other duties may include light case management support in coordinating community services to meet the family's needs, conducting outreach to community partners, completing monthly reports, maintaining accurate records and statistics, updating grant budget lines, attaining funder objectives and outcomes, and networking/meeting duties as assigned by the Director of Parenting.

Essential Functions:

- Facilitate parenting, child, youth, and family engagement workshops and activities.
- Oversee and implement EPIC's Strong African American Families (SAAF), and Triple P – Positive Parenting Program evidence-based curriculum
- Recruit clients, which is to include but is not limited to: creating innovative marketing strategies based on research. (For example: social media format, Short-form video, flyers home, announcements in school, flyers) in the 14215 Community, be present at public events (i.e. informational tables, parent nights, etc.), and build relationships to obtain referrals from outside resources.
- Work in partnership with #PS 80 Principal and Administration team and BPS Family And Community Engagement supervisor to meet the needs of families connected to Family Opportunity Center.

- Complete appropriate paperwork for attendance and utilize Salesforce for appropriate record keeping.
- Assist with reporting requirements, data entry, evaluation forms, and contract requirement.
- Network with and maintain a positive relationship with referring agencies.
- Manage food, transportation, and clothing resources that will be available to families identified as needed
- Day-to-day oversight of the programming and services of clients and staff needs for the Family Opportunity Center (FOC) and grant requirements.
- Upkeep of Protective Factors Instrument as part of all the FOC programs; registration and enrollment process
- Communicate with supervisor to maintain safety of participants, facilitators, and staff.
- Identify appropriate resources for parents and students and work within the Care Management Coalition to refer families to mental health services as needed.
- Hold periodic meetings with the Buffalo Schools administrator overseeing this FOC (minimum once a month and as needed). These meetings will include reporting from the evidence-based curriculum's automatic recording system, which will be shared for monthly meetings to analyze data from the evidence-based programming and reflect on best practices in future implementation of EPIC parenting programs.
- Reach 75 families annually.
- Work with Facilitator Coordinator to schedule facilitators.
- Work with Finance department on policies and procedures.
- Respond to external inquiries about EPIC's services as directed.
- Network and maintain positive relationships with community agencies, schools, and others.
- Promote a positive workplace environment.
- Internal/External trainings as required (to include Mandated Reporter Training)
- Other duties as assigned.

Special Criteria:

- Strong ability to engage with the diverse families of the 14215 zip code community
- Strong ability to deliver case management to families in the 14215 zip code
- Strong ability to manage and coordinate programming services
- EPIC will provide training in Triple P and SAAF
- Position will be housed in the BPS Highgate Heights #080

Education and Experience:

- Associate's Degree in mental health, social work, or a related field and 2 (two) years of related experience.
- Must be 18 years or older
- Computer skills including proficiency in Microsoft Office (Word, Excel).
- Being bilingual in a language that is spoken by the population served is plus.
- Salesforce experience is a plus.
- Mandated Reporting Certification (EPIC willing to provide).

Knowledge, Skills and Abilities:

- Strong written and verbal communication skills.
- Strong attention to detail, organizational skills.
- Strong ability to multitask and meet deadlines.
- A reliable, responsible attitude with a compassionate approach.
- Effectively build and maintain external and internal relationships and provide a high level of service.
- Ability to work within a team structure as well as independently.
- Competency working with diverse cultural and ethnic populations.
- Ability to interact with participants using a strengths-based approach.
- Strong planning and record keeping skills.
- Ability to effectively manage a wide array of tasks, projects, and responsibilities.
- Comfortable working with at risk participants, including those with mental health diagnosis.
- Comfortable speaking to groups, with strong presentation skills.
- Ability to facilitate based off program curriculum, without inserting personal bias.
- Actively contributes to a positive work culture
- Competent knowledge and experience working with Virtual Facilitation Platforms (Zoom, Teams, WebEx, Google Meets, Thinkific, etc.)
- Social Media and marketing experience, familiarity with CANVA a plus.
- Available on a flexible schedule based on program requirements, including evenings and weekends as needed.
- Reliable transportation required.

Physical Requirements/Working Conditions:

The physical demands described represent 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 the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit for long periods of time.

The employee is required to regularly reach with arms and hands; use hands to handle. Hands and fingers frequently perform repetitive motion including typing/keying.

Occasionally the employee will lift and/or move up to 50 pounds.

This job requires close vision, peripheral vision, depth perception and the ability to adjust focus. Employee is required to regularly talk and hear.