

**Job Vacancy Announcement**  
for  
**Publication on the Early Childhood Project Job Board**



**Job Information**

Job Title: Family Engagement Coordinator- Havre office

Program Name: Family Connections

Location of Job: Havre MT

Hours/week: 40

Wage/Salary: \$17+

**Job Description:**

Family Connections is seeking a Family Engagement Coordinator who honors, supports, and seeks out families of young children. This individual will be someone who can develop and promote working relationships with community stakeholders and partners, provide coordinated collaborative outreach and support to families, perform parent education, special needs evaluations, work with ECSB staff, refer and support services for the homeless, services for vulnerable populations, referrals to needed services and maintain the Childcare Matters database.

**Skills needed:**

- ? Outgoing and family goal-oriented person. Will need to help families with connection to resources, help with completion of forms, attend meetings in the community and surrounding counties, must seek and find families and support them.
- ? Excellent communication skills a must! A keen attention to detail, strong communication and customer service skills with diverse populations, and organizational skills.
- ? Microsoft Office capabilities and experience with database programs preferred with at least two years of computer experience.
- ? Ability to work independently, ability to support other staff and our Great Falls office, and have some general office experience; all are valuable assets for this position.
- ? Background in Social Work with experience and/or education is desired (not required)
- ? Travel is included in this position to outlying counties (Blaine, Daniels, Dawson, Garfield, Hill, McCone, Phillips, Prairie, Richland, Roosevelt, Sheridan, Valley, and Wibaux)

**Job Requirements**

**Education:**

**Experience:**

Background in Social Work with experience and/or education is desired (not required)

Other Requirements: \_\_\_\_\_

**Application Requirements**

**Application Requirements:**

Enclose a cover letter, and a resume to [veronicam@familyconnectionsmt.org](mailto:veronicam@familyconnectionsmt.org) or mail to 202 2nd Ave S Suite 201 Great Falls MT 59405 or fax to 406-453-8976 attention Veronica Moldenhauer.

Application Deadline: July 1, 2023

Contact Name: Veronica Moldenhauer

Contact Phone: 406-761-6010

Contact Email: veronicam@familyconnectionsmt.org

**The Job Board is provided for informational purposes only. The Early Childhood Project does not endorse any particular ECE organization or guarantee job placement.**

**\*Please send completed form to [ecp@montana.edu](mailto:ecp@montana.edu)**