



# kandelia

## Family Program Coordinator - Food Access

### Organization Overview

Kandelia's mission is to remove barriers to opportunities so immigrant and refugee communities can flourish without compromising values, heritage, or ethnicity.

A Seattle based nonprofit, Kandelia has spent over 40 years collaborating with newly arrived immigrants and refugees to provide the tools and support families need to thrive. Our dedicated staff support a positive, equitable, and inclusive environment for all participants in our programs.

Kandelia's programs support students and families with English language learning and other skills towards self-sufficiency, community connections and a sense of belonging, and referrals and support for accessing the resources they need. Leveraging collaborative partnerships and a team of volunteers, Kandelia's programs impact over 600 individuals each year, including 200+ students attending Seattle World School. Seattle World School is one of few public schools in the nation designed specifically to support the needs of recently arrived immigrant and refugee students.

Learn more about Kandelia's mission and values [here](#).

### Position Overview

Kandelia seeks a mission-driven and service-oriented **Family Program Coordinator** with a demonstrated passion for creating opportunities for engagement, opportunity, equity, and justice in education to join our team. The **Family Program Coordinator** will plan, coordinate, and oversee our **Food Access Program** to assist recently arrived immigrant and refugee families by reducing institutional barriers to healthy and consistent food and groceries.

The **Family Program Coordinator** will work with multiple contractors, volunteers, and work study students, while reporting to the **Family Program Manager**.

**Location:** Primarily at Seattle World School (1700 E Union St Seattle, WA 98122) with some regular meetings at the Kandelia Office (3829B S Edmunds St Seattle, WA 98118) and frequent travel in the Seattle metro area.

**Schedule:** Part-time (0.8 FTE, 32 Hours a week) 8:30am-5:00pm Tuesday through Friday, with some flexibility and occasional evenings/weekends. Some remote work may be available.

### Core Responsibilities

*This position is an integral part of the Family Program team. Though the position supports immigrants and refugee families engaging and participating in general Family Program classes, this position will be focusing specifically on supporting families enrolled in the Food Access Program. The focus of this position may change in the future as the needs of the program or community shifts.*

#### **Program Recruitment, Outreach, and Communications**

- Coordinate community outreach efforts to increase family enrollment
- Develop event calendar to support family participation, enrollment, and community building
- Implement services that align with organization's vision, mission and goals and family interests
- Create outreach materials in multiple languages
- Work with school and community partners to equitably enroll families
- Work with staff and partners on special events that publicize the organization and programs to the community

#### **Program Quality and Impact Reporting**

- Coordinate logistics and schedules for classes, instructors, volunteers, partners, and families

- Process and maintain information related to students and programs while utilizing Kandelia's, School District, and grant contract confidentiality policies
- Create and administer surveys to measure and ensure program and service quality
- Support, supervise, help and "fill in" in services when needed
- Manage materials, supplies, and equipment needed for program success
- Work with partners to adjust food and supplies per family needs
- Regularly report program accomplishments and needs to Kandelia team and partners

#### ***Removing Barriers and Supporting Participation***

- Maintain regular contact with families enrolled in family programs, through phone calls and email
- Work with team to follow up with families with low participation or participation barriers
- Oversee collection, distribution and tracking of culturally responsive snacks and meals
- Reserve and coordinate delivery/pick-ups, as needed
- Tracking and maintaining the use, lending and borrowing of Kandelia equipment
- Purchase, distribute and track bus tickets to families
- Coordinate transportation for after school families

#### ***General Kandelia Engagement***

- Regularly attend and participate in meetings including but not limited to: all staff meetings, department meetings, retreats, and partnership meetings
- Occasionally serve as a committee member to Kandelia projects and events
- Serve as an internal and external ambassador of Kandelia, the mission, programs and services
- Support in organizational wide events and campaigns including but not limited to: annual fundraiser, program events, and sharing online campaigns with community network

#### **Preferred Qualifications, Skills, and Characteristics**

- Professional or shared lived experience with refugee and immigrant communities
- Empathy, humility, flexibility and willingness to serve and lead in a fast-moving public school environment
- Demonstrated ability to work with diverse populations and diverse learners, including but not limited to English Language Learner students/adults, immigrant and refugee students/adults, teachers, volunteers, and community partners
- Ability to prioritize and organize multiple assignments at once; work well independently and with a team and partners; communicate about challenges; plan; and most importantly, follow through.
- Comfort with technology including proficient computer skills in Zoom, Google Suite and Microsoft Suite
- Strong interpersonal, verbal and written communication skills
- Proficiency in one or more languages relevant to our served population (Spanish preferred)
- Kindness, discretion, and patience in helping students and families with barriers and life challenges that require sensitivity, care and understanding

#### **Other Requirements**

- Legal clearance to work with minors and within the school is non-negotiable and you must pass a background check and any other tests required by Seattle Public Schools or government partners.
- Strong ethics, maturity, and appropriate boundaries for adult interactions with minors, including compliance with all Seattle Public Schools HR and reporting requirements.
- Must be available to work flexibly, including weekends and some evenings
- Physical demands include working at the computer but also loading and transporting supplies (boxes up to 50 pounds, paper, printers, supplies, computer, t-shirts, food, etc.)
- Washington State Driver's License is required along with access to dependable transportation for picking up deliveries. Mileage is reimbursed.

#### **Compensation and Benefits**

**Compensation:** This is a part time hourly position (.8 FTE - 32 Hours per week). The hourly compensation is \$25.29 per hour. Reports to: Family Program Manager.

**Benefits:** Kandelia offers a generous benefit package which includes 100% paid Health, Vision, and Dental Insurance for staff. A 403(b)-retirement account which Kandelia matches up to \$1,000 per employee per fiscal year, and an Orca Card.

**Paid Time Off:** PTO will be prorated based on the number of hours scheduled to work. (80% for this position); up to 6.5 days sick and safe leave; Paid Holidays; and paid wellness days including Fridays off in July and August and two weeks in December.

**Hiring Process**

To apply, submit a cover letter and resume to [hr@kandelia.org](mailto:hr@kandelia.org). Priority deadline **November 15, 2023**. Open until filled.

*EQUAL OPPORTUNITY EMPLOYER*

*Kandelia is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, veteran status, or any other class protected by law. Assistance and/or reasonable accommodations during the application process are available to individuals upon request. To request assistance or accommodation, please contact [HR@Kandelia.org](mailto:HR@Kandelia.org).*

*This position is "at will," which means that either you or Kandelia may terminate the relationship for any or no reason, with or without advance notice.*