



## Position Description: Family Programs Coordinator

**Classification:** Non-Exempt

**Type:** Full Time

**Reports to:** SCREL Hub Director

**Date:** April 2026

### Summary/Objective

This position is responsible for leading and strengthening regional family programs, including home visiting systems coordination, across Coos County, Curry County, and Coastal Douglas County. The role supports multi-agency collaboration, coordinated referral processes, systems alignment, shared data efforts, and continuous quality improvement to ensure unified, equitable, and effective family support services.

This is a coordination-level, non-direct-service position requiring strong facilitation, project management, people-focused, and systems-thinking competencies.

### Main Position Requirements:

- Coordinate the home visiting systems initiative
- Oversee outreach and recruitment efforts
- Lead the SCREL Parent Advisory Council
- Support regional caregiver education programs

### Detailed Position Requirements:

- Lead the implementation and continuous improvement of the regional home visiting systems strategic plan with community leaders and cross-sector partners (early learning, health, behavioral health, public health, family support, and culturally specific organizations).
- Lead cross-agency workgroups, committees, and collaborative meetings using structured facilitation and consensus-building methods.
- Collaborate with community partners and programs to share information on SCREL and associated programs as well as establish network referral connections.
- Conduct systems mapping to identify gaps, redundancies, and opportunities within programs for families and related referral systems.
- Provide support in change-management processes to help partner agencies adapt and respond to systemic shifts in a consistent and coordinated way.
- Promote collaborative communication among home visiting, in-home family support providers, and programs for families, ensuring consistent messaging, shared priorities, and clear processes.
- Engage referral partners, including hospitals, clinics, and WIC in coordinated referral workflows and training.
- Maintain an updated inventory of regional educational and in-home programs available for families, including model characteristics, eligibility, strengths, and target populations.
- Promote community understanding and acceptance of family support programs through written, oral, and in-person outreach.



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- Integrate family voice and equity-centered practices into system design, decision-making, and quality-improvement processes.
- Gather, analyze, interpret, and synthesize information from stakeholders in partnership with PSU (meetings, surveys, interviews) to inform strategy and improve system performance.
- Collaborate closely with Portland State University, the Center for Coordinating Oregon Home Visiting Systems (CCOHVS), and the statewide Home Visiting Systems Coordination (HVSC) peer network.
- Develop and maintain strong relationships with early learning providers, community partners, and families to ensure services are responsive to community needs.
- Manage and uphold data standards, including confidentiality and data-sharing agreements, in coordination with partners to evaluate whether strategies and activities are meeting goals and objectives
- Provide necessary reporting information in a timely manner per internal and external requirements.
- Represent SCREL and/or SOWIB at local, state and nationwide conferences, meetings and events, as needed.
- Other duties as assigned.

### **Supervisory Responsibility**

- N/A

### **Work Environment**

The employee regularly works in an office setting in Coos Bay, out in the community across the tri-county region, and interacts with a diverse population and multi-agency partners.

### **Travel**

- This position requires local travel.

### **Required Education and Experience**

- Associate's degree, or other equivalent education and/or work experience combination.
- Knowledge of early childhood development and education.
- Strong working knowledge of Microsoft Office, including Excel, Word, Outlook, and PowerPoint.
- Proficient in written and verbal communication skills, including accurate grammar and business correspondence.
- Excellent organizational and time management skills, and the ability to prioritize in a fluid and changing environment.
- Must be organized, flexible, independent, self-motivated, enthusiastic, dependable, and detail-oriented.



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- Ability to work independently with initiative
- Ability to interpret information and present findings to diverse audiences.

### **Preferred Education and Experience**

- Bachelor's degree, or other equivalent education and/or work experience combination.
- Non-profit experience.
- Experience in systems-building, collective impact, backbone or multi-agency coordination roles.
- Experience with group facilitation, consensus-building, mediation, or conflict-resolution.
- Experience with data dashboards, referral platforms, or data-governance processes.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of the employee's activities, duties, or responsibilities to do this job. Duties, responsibilities, and activities may change at any time with or without notice.