



**Brazelton Touchpoints Center Boston Children's Hospital  
National Center for Parent, Family and Community Engagement  
Manager of Family and Community Engagement Resources**

The Brazelton Touchpoints Center at Boston Children's Hospital is seeking a **Manager of Family and Community Engagement Resources** (Manager) for the National Center on Parent, Family and Community Engagement (NCPFCE/Center) federal grant awarded by the Office of Head Start and the Office of Child Care of the Administration for Children and Families. This is an excellent opportunity to help develop and implement the vision and strategy for the Center's initiatives, leading a team responsible for identifying and translating research to inform practice on substantive issues in parent engagement and early childhood education. This is a new, grant-funded, full-time position based in Boston, MA.

### **Organizational Background**

NCPFCE promotes family well-being and effective family and community engagement across the early childhood development field. We uplift exemplary strengths-based, developmental, relational, and culturally and linguistically responsive practices. The Center offers training, technical assistance, and resource development for early childhood programs and providers. We work to enhance the positive development and learning of children (prenatal through age 8) in partnership with families. For more information on the Center, please visit: <http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/family>. For more information on the Center and its work, please visit: <http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/family>.

### **Position Overview**

Reporting to the Manager of Program Integration, the Manager of Family and Community Engagement Resources will lead and manage multiple initiatives to advance the work of NCPFCE. These initiatives include thematic working groups, communities of practice and national convening of thought leaders responsible for generating new thinking, and the production of materials and resources. The Manager will oversee and manage the development and implementation of learning opportunities and tools in multiple media, including print, digital, web-based, and video formats.

### **Responsibilities and Key Tasks**

- In collaboration with senior management, lead development and management of diverse learning resources. Collaborate on the development of vision and strategy and execution of work plans.
- Identify, plan and oversee work of staff, consultants and consortium partners engaged in disseminating evidence-based and exemplary practice in line with vision, strategy and work plans.
- Generate, identify, and translate research on substantive issues critical to parent engagement and early childhood development and learning in accessible formats targeted at our multiple audiences.
- Lead and manage thematic working groups and communities of practice, and oversee national convening to advance resource development. Serve as the face of NCPFCE externally as required.
- Collaborate with other members of the NCPFCE team to develop written and multi-media materials and resources to support practice change among our stakeholders.
- Build and maintain strong working relationships through effective communications with internal and external stakeholders.



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- Manage selection and work of a team of content experts, writers, copy editors, graphic designers, and e-learning/technology-based consultants.

**Background and Qualifications**

- Bachelor's degree required. Master's or doctoral degree preferred.
- Minimum 6 years of experience in early childhood education, public policy or community development required. Experience in Head Start and/or Child Care a plus.
- Significant experience in child development and early childhood education, especially with regard to children and families from diverse cultural and economic backgrounds.
- Extensive knowledge of leading research and policy regarding the role of families in the development and learning of children.
- Demonstrated experience in project development and management, including management of cross-functional teams, virtual teams, external consultants, and other stakeholders.
- Demonstrated experience in the creation and cultivation of vibrant virtual communities and social networks.
- Systematic approach to solving problems.
- Demonstrated experience in facilitating groups to meet intended objectives, coaching staff and providing reflective supervision, preferred.

**Attributes**

- Strong interpersonal skills with a demonstrated ability to work with senior level managers and thought leaders representing the public, nonprofit and private sectors, using multiple media.
- Stellar written and verbal communication skills for communication with our intended audiences.
- A passion for the mission and sensitivity to the needs of the children and families served by the Office of Head Start and Office of Child Care.
- Strong judgment, integrity, and capacity to work under federal directives and scrutiny.
- Strong organizational skills. Flexibility and agility in responding to changing deadlines, priorities, and requests.
- Self-starter and effective team player with a collaborative, collegial spirit. Proactive, creative, and innovative.
- Experience in project management and use of software for collaborative project work a plus.
- Excellent computer systems skills; knowledge of and interest in developing and distributing content for multiple media; e.g. digital, print, video and web-based format, accessible on desktop, laptop, smartphones, and tablets. Also includes web publishing and social media.



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**How to Apply:**

The Center has engaged E. Catlin Donnelly & Associates to assist with this search. Interested and qualified applicants should send a resume and cover letter to [jinevra@ecdonnaelly.com](mailto:jinevra@ecdonnaelly.com). The position will remain open until filled, but applications received by June 1, 2016 will receive priority consideration.

Boston Children's Hospital is an Equal Opportunity / Affirmative Action Employer. Qualified applicants will receive consideration for employment without regard to their race, color, religion, national origin, sex, sexual orientation, gender identity, protected veteran status or disability.