



Family Enrichment Coordinator Job Description
ARCH Village (205 Bray Street) and Barber Street Shelter (620 Barber Street)

Position: Family Enrichment Coordinator; full-time salaried position with benefits

Minimum Qualifications: An associate degree or at least two years of experience working with families in an educational or social services setting is required.

Location and Hours: On-site position with an expectation of nontraditional work hours. Requires some early evenings and may require some weekends.

Job Summary: The Family Enrichment Coordinator position is responsible for engaging families in activities on-site and in the community with the goal of enhancing their family bond and encouraging stability through strong community connections. The FEC will be responsible for building community partnerships with the goal of organizing activities for families on-site and building resource networks for families within the community.

Specific Job Duties:

- Track and document family enrichment activities and communications.
- Work consistently with program coordinators to ensure families are provided seamless service, needs are met and concerns are addressed.
- Facilitate volunteers and assist interns as related to Family Enrichment activities.
- Plan and coordinate Kids Group at both shelter locations.
- Plan and coordinate Summer Reading Program at both shelter locations.
- Coordinate and partner with local agencies to facilitate community connections for stronger families.
- Seek new partnership opportunities to enhance on-site programming.
- Assist with grant applications for Family Enrichment funding as the program grows.
- Present program overview in community meetings.
- Engage with all staff in regular meetings and communication.
- Provide support to other AAHS program areas as needed, and rotate in the on-call schedule with all AAHS full time staff.

Skills Required

- Excellent organizational skills, and superior oral and written communication skills.
- Flexibility and a team-oriented attitude; willingness to work outside conventional work hours.
- Proficient in Canva and Google Workspace
- Experience with transient populations
- Experience with the Two-Gen approach (investing in parents and children for the overall benefit of the family system)
- Must have a valid GA driver's license, and reliable transportation.

To apply for this opportunity, please email your resume and cover letter to Julianne Geddis at jgeddis@helppathenshomeless.org. In your cover letter, please expand on your experience with children/families and your expressed interest in working alongside families experiencing homelessness.