



JOB OPENING

Family Liaison (30 Hour Position)

- Responsibilities-** Respond to family and agency requests for support, information, technical assistance and education regarding No Child Left Behind.
- Specific Duties-** Plan and conduct workshops, educational sessions and presentations.
- Maintain communication and linkages with families and community organizations or agencies that work with families to ensure that information and support is easily accessible, family-friendly and relevant.
- Provide technical support to families around issues related to the education systems and No Child Left Behind.
- Represent the project and PRO on local and state level committees and/or task forces.
- Maintain data records as required for the project.
- Experience** Must have experience working with families, schools and the agencies that support them. (Personal experience a plus)
- Requirements-**
- Knowledge of the education system and No Child Left Behind
 - Excellent organizational skills, ability to prioritize and meet deadlines, accuracy and attention to detail
 - Excellent telephone, email and communication skills
 - Ability to work well with other internal staff members and volunteers
 - Overall computer knowledge regarding Microsoft office and data entry
 - Some travel is mandatory
 - Bilingual a plus
 - Pay Range \$13+ depending on qualification and experience

Interested candidates need to provide a letter of interest and a resume to:
Leon Emplit, Office Manager at 1920 B Columbia Dr. SE, Albuquerque, NM 87106
or e-mail lemlit@parentsreachingout.org