

**MENTAL HEALTH ASSOCIATION OF NYC, INC.
CIRCLE OF SECURITY PARENT COACHING DEPARTMENT**

Job Description

Title: Outreach Manager

Position Description: Responsible for establishing and overseeing outreach and site development for Parent Coaching Department that delivers Circle of Security parenting classes to families of young children ages 0-5 in communities in Harlem and the Bronx with the aim of reaching 3,600 parents annually and graduating 2700.

Reports to: Program Director

Major Job Duties/Responsibilities:

- Establish and oversee strategic outreach plan for Parent Coaching Department including outreach to agencies serving parents and direct outreach to parents in the community
- Identify procure, and maintains 60 class site locations in targeted zip codes through deliberate, planned and strategic outreach to identified entities such as:
 - NYS and NYC government agencies that focus on the needs of children and families
 - Private businesses geared toward parents and small children
 - Not-for-profit organizations that serve infants, toddlers and young children
- Monitor progress with site development
- Meet with leadership at government and not-for-profit agencies to develop future class sites and linkage agreements
- Maintain and oversee planned community outreach of parent coaches to connect with community parents by distributing outreach materials in various, identified locations frequented by families
- Monitor staff member's daily outreach schedules to ensure maximization of work hours
- Gather, organize, and analyze weekly outreach data in several areas of class development across two boroughs and prepare reports for weekly call with funder
- Prepare additional reports, as needed

Qualifications:

- Bachelor's degree plus 5 years program experience (Master's degree in social work, psychology or related human service field strongly preferred)
- Experience organizing and delivering outreach for large social service program
- Experience working with parents and children
- Experience supervising staff
- Either already trained or scheduled to be trained as a Circle of Security Parent Coach
- Strong verbal and written communication and organizational skills
- Bilingual/bicultural preferred

Please send resume and cover letter via email to:

kwilliams@mhaofnyc.org

Please include on your email subject line: 'COS Outreach Manager'