

Program Liaison

Job Overview

The Educational Program Liaison serves as a critical link between the academic program, school administration, students, and the community. This position is responsible for ensuring effective communication, facilitating support services, and promoting family engagement to enhance student success and program effectiveness.

Key Responsibilities and Duties

Communication and Collaboration

- Serve as a point of contact between the program staff, school-day teachers, parents, and community organizations.
- Facilitate ongoing, positive communication between families and school staff to strengthen home-school relationships and mutual understanding of student needs.
- Coordinate and attend meetings to provide program updates and gather feedback.

Program Support and Alignment

- Collaborate with the Program Coordinator and school administrators to ensure program activities and curriculum are aligned with school learning objectives and standards.
- Assist in the planning, implementation, and promotion of program events, workshops, and training sessions for students and parents.

Student and Family Advocacy

- Provide individualized advocacy for students and families enrolled in the program.
- Identify and connect families with community resources and social service agencies to help solve non-academic problems that interfere with student success.

Administrative and Compliance

- Ensure program activities and procedures comply with organizational policies, funding requirements, and educational regulations (Title I requirements).
- Provides logistical support for events, including scheduling, marketing and participant registration

Qualifications and Skills

Education and Experience

- Associates degree or some college courses in Counseling, or a related field (or equivalent experience in community-based work).
- Minimum of 2 years of experience in an educational setting, social services, or community outreach, preferably in a liaison or advocacy role.
- Familiarity with the local community, its resources, and the challenges faced by diverse student populations.

Skills and Abilities

- **Communication:** Exceptional oral and written communication skills, with the ability to convey complex information clearly and tactfully to diverse groups ([School-Community Liaison](#)).
- **Interpersonal Skills:** Proven ability to establish and maintain cooperative and effective working relationships with school staff, parents, and the public ([Parent and Family Liaison](#)).
- **Problem-Solving:** Strong analytical skills to assess student/family needs and problem-solve effectively.
- **Technical Proficiency:** Competency in using basic office software (e.g., Microsoft Office or Google Workspace) and record-keeping systems.