



Family Engagement Coordinator

Organization: Cornerstone Craftsman
Job Title: Family Engagement Coordinator
Reports To: Roberto Gomez
Location: Flexible - Work from home or at the Cornerstone Craftsman facility
Travel: Within Alexandria City limits to visit participant families, schools, etc.
Est. Commitment: 25 hours per month

Overview

Cornerstone Craftsman is an Alexandria City-based organization providing at-risk youth (aged 12-17) with skilled trades and mentoring training. Our unique pre-apprenticeship program allows young men and women to build viable careers, earn a livable wage, and pursue economic self-sufficiency. By offering vocational career pathways, we are opening doors to alternative education routes with the skills and resources needed for success. Cornerstone Craftsman was formed in August 2023 and has applied for IRS 501(c)(3) status.

We seek a Family Engagement Coordinator to serve as an important leader of the family support team and link between our program and participating families. You will work closely with the founder and Executive Director, Roberto Gomez.

Responsibilities and Duties:

- Support participant families, guardians, and caregivers by building relationships with them and offering Alexandria City and community resources, contacts, and other information.
- Conduct reliable periodic check-ins with a primary contact to build trust, uncover needs, and maintain a positive and productive relationship in service of the participant and the family.
- Establish and maintain working relationships with key points of contact in Alexandria City, such as ACPS, workforce development, probation officers/court system, and community organizations in food, substance abuse, mental health, domestic violence, etc.
- Create, maintain, and update a list of relevant city contacts and resources.
- Ability to properly understand and convey pre-apprentices' needs to teachers, counselors, and school administrators.
- Establish relationships with ACPS counselors and teachers to be aware of and support the academic and behavioral aspects of pre-apprentice life at school.
- Advocate for pre-apprentices on court dates, communicate with probation officers, and oversee their obligations to local, state, and federal agencies.



- In addition to the periodic check-ins, carry out home visits and phone calls with pre-apprentices and their caregivers.
- Maintain relationships with pre-apprentices and their families in both professional and relaxed settings.
- Drive to and from locations related to the job description with your personal vehicle and a valid driver's license.
- Assist in transportation of pre-apprentices as needed.

Qualifications

- Trauma-informed experience in a professional setting is preferred
- Experience in educational or vocational settings is preferred.
- Understanding of probation systems and court processes or a commitment to learn the process.
- Ability to handle sensitive matters appropriately and with discretion.
- Demonstrates abilities in taking initiative, reliability, and working independently.
- Strong oral and written communication skills.
- Strong attention to detail, time management, and consistent follow-through skills.
- Proficient in managing projects, scheduling, and data entry with high accuracy.
- Ability to multitask and prioritize tasks effectively.
- Proficiency in Microsoft Office (Word, Excel, and PowerPoint).
- Access to a vehicle and a valid driver's license.
- Use of a personal mobile phone.

Training

- Founder Roberto Gomez will train Family Engagement Coordinator volunteers. This includes ride-alongs and shadowing while Roberto engages with families, Alexandria City staff, and other community organizations.

Benefits (20+ hours)

- Personal recognition on the Cornerstone Craftsman website, Instagram, and Facebook Group.
- Represent Cornerstone Craftsman at community events, meetings, and networking activities.
- Invitation to Cornerstone Craftsman social gatherings and outings.
- Cornerstone Craftsman apparel.



How to Apply

- Email your resume, the position of interest, two professional or volunteer references, and a few sentences about why you are interested in this volunteer position.
- Someone will contact you for a screening interview if there is a potential fit.
- Cornerstone Craftsman conducts background checks on all incoming volunteers and staff.
- Contact: info@cornerstonecraftsman.org.

