



Parent/Professional
Advocacy League

Position title: Multicultural Outreach Coordinator

Reports to: Associate Director

Parent/Professional Advocacy League is a small but impactful nonprofit organization working to make things better for children with emotional, behavioral and mental health needs and their families. PPAL works with families across the state who need help navigating services in behavioral health, juvenile justice and education and other systems. We work in close partnership with other community and state agencies with the goals of supporting families, nurturing parent leaders and improving systems.

The Multicultural Outreach Specialist is a part time position and is responsible for building relationships with community groups, families and others to educate them about PPAL and other resources. If you have great communication skills, excellent follow through and are connected to a diverse community, we'd like to hear from you.

Strong preference is given to candidates who have experience gained by raising a child or youth with emotional, behavioral or mental health needs. This position is located in our Waltham office.

While this position may begin with much of the work done remotely, this will change as COVID restrictions lessen. Access to transportation and valid driver's license is required.

Responsibilities

- Recruit families from diverse cultural backgrounds for focus groups, workshops or other family leadership opportunities
- Organize and teach workshops to families in their communities on a range of topics
- Provide information about services, including Children's Behavioral Health Initiative.
- Identify opportunities for outreach and engagement
- Collect and report information on contacts, events and activities
- Inform and connect families to PPAL events such as trainings, conferences and surveys
- Provide support to families navigating special education, health services or seeking resources

Qualifications

Revised 07/2021

- 1-3 years' experience working with coalitions, either organizing or coordinating
- Strong written and verbal communication skills
- Excellent follow through and ability to document information for supervisor and peers effectively
- Cultural awareness: ensure issues of diversity, inclusion, disproportionality, and cultural responsiveness are identified and brought to senior management for brainstorming
- Strong ability to establish and maintain cooperative working relationships with a variety of people
- Experience with Microsoft Office and online tools such as zoom, Google meet and program management software

This is part-time position of 30 hours per week. Salary range is \$17-19/hour

Strong preference is given to someone who has or has had the experience of raising a child or teen with emotional, behavioral or mental health needs. Preference will also be given to individuals who are bilingual and/or are part of African American, Haitian Creole or Cape Verdean populations.

Must have a strong desire to support PPAL's mission of improving the mental health and wellbeing of children and families.