



**Position Description**

**Title: Family Engagement Assessment Project Manager**

**Application Deadline:** Send resume and cover letter by noon on November 30, 2019.

**1. About the Project**

Building Bright Futures State Advisory Council, Inc. (BBF) seeks an individual (hereafter referred to as consultant) to support a family engagement assessment to be conducted across Vermont in partnership with BBF Regional Councils. The purpose of the family engagement assessment is to inform BBF on ways to improve the ways Vermont families with children 0-5 are given timely, accurate information about programs, services, and supports in a culturally and linguistically sensitive manner; improve systems to smooth families’ transition experiences within and across the early childhood system and into kindergarten; increase opportunities for families to play a leadership role in Vermont’s Birth to Five (B-5) Early Childhood system.

This work will support the BBF Families and Communities Committee and other early childhood partners as outlined in the Pre-School Development Grant Birth-Five (PDGB5) awarded to the State of Vermont in 2018 and executed from December 1, 2019-June 30, 2020. The goal of the PDGB5 grant is to fund states to conduct a comprehensive statewide birth through five needs assessment followed by in-depth strategic planning, while enhancing parent choice and expanding the current mixed delivery system consisting of a wide range of provider types and settings.

The consultant will work closely with the Families and Communities Committee (F&C), BBF Deputy Director and BBF Regional Coordinator team to conduct a Family Engagement Assessment.

**2. Scope of Work**

Project Component	Details and Timeline	Estimated Hours
Project Management	-Create a project plan with timeline -Identify benchmarks and communicate with partners (BBF Deputy Director, Regional	24

	<p>Coordinators, Families and Communities co-chairs and F&amp;C Implementation team)</p> <ul style="list-style-type: none"> <li>-Work with Regional Coordinators and F&amp;C committee to identify target populations and strategies to asses these groups</li> <li>-provide monthly written updates for F&amp;C and Vermont’s PDG grant team</li> <li>-ongoing email communication with partners</li> </ul>	
<b>Project Communication with BBF and PDG partners</b>	<ul style="list-style-type: none"> <li>-meet with BBF Deputy Director every 2 weeks to track project process and barriers</li> <li>-Participate in planning calls and email communication with Implementation Team</li> <li>-Participate in Families and Communities Committee monthly meeting</li> </ul>	<b>24</b>
<b>Parent Leader Recruitment, Training and Support</b>	<ul style="list-style-type: none"> <li>-update materials to recruit family and community parent leaders</li> <li>-support connections to partner agencies at state and regional levels</li> <li>-Schedule and coordinate logistics for training of parent leaders with CSSP in January or February. Provide virtual training session/s for parent leaders hired after initial training.</li> <li>-Ensure consistent communication with parent leaders across the state to conduct assessment and data collection</li> <li>-Conduct family engagement assessments as time allows</li> </ul>	<b>40</b>
<b>Data Collection and Final Report</b>	<ul style="list-style-type: none"> <li>-create an assessment tool in partnership with Implementation team, BBF staff and Vermont Insights consultant. Using the CSSP Appendix B tool as a model</li> <li>-create data collection methodology and test assessment tool</li> <li>-identify benchmarks including target populations and geographic spread</li> <li>-Once assessment tool is in use, support the quality of collection methods and final collection of data (qualitative and quantitative) to VI Consultant.</li> <li>-Provide review to drafts. Final Family Engagement Report due: 6/30/20</li> </ul>	<b>12</b>

<b>Deliverable Hours Total (approximate)</b>		<b>100</b>
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### 3. Desired Qualifications

- Experience working with diverse groups of people
- Experience serving as a parent or community leader
- Understanding of Vermont human services and early childhood system
- Expertise in managing projects and meeting timelines
- Understanding of family engagement principles
- Contribute to a work environment that focuses on shared goals and collective impact
- Clear and accessible written and verbal communication

### 4. Funding

**Term** The term of this Agreement will begin on **December 1st, 2019** and end on **June 30th, 2020**. Either party may terminate this Agreement upon thirty (30) days written notice to the other party.

**Terms of Payment** The Consultant will be paid at a rate of \$30.00 per hour for consulting time. The Consultant will work a total of 100 hours with no more than 120 hours from December 1st, 2019 - June 30th, 2020. The Consultant shall submit monthly invoices to the Company's Executive Director by the 15th of the subsequent month and the Company agrees to pay such invoices within 15 days. The Company will pay Consultant's invoices upon receipt of required documentation and reports per the work schedule/deliverables. Billing and payment for effort will follow the budgeted schedule.