

Position Description

Position Title:	Family & Community Educator
Classification:	Association Temp Program (Non-Exempt)
Start Date:	10/2/2025
End Date:	6/30/2025
Duration (months):	9 months
Hours per week:	35 variable
Days per week / schedule:	5 days per week
Work Location:	615 Willow Ave, Ithaca NY 14850
Supervisor Name & Title:	Serena Ward, Family Resource Connection Tompkins, Program Director
Compensation:	\$20+/hr. – commensurate upon experience
Benefits Eligibility:	Benefits Eligible
Employment Type:	Temporary

POSITION DESCRIPTION: The Family and Community Educator will assist in the development and implementation of grant-funded parenting education projects, will implement evaluation tools, and assist with administrative tasks for the program. S/he is responsible for delivering **community-based family programming** for parenting skills, parent/child interaction, and family social support, of all family forms, including biological and adoptive parents, custodial and non-custodial parents, relative caregivers, and foster parents. This person collaborates with existing community-based organizations for optimal learning opportunities. S/he is part of the CCETC Family & Community Development team for overall planning, professional development, evaluation and reporting.

This community-based education program utilizes current research and the most appropriate practices to strengthen familial bonds between parents/caregivers and their children. The program is for *all* families with the intention of involving parents who have higher risk factors for child abuse and other domestic violence. Parents will be integral in determining the specific on-site parent/child programming and parenting education topics through parenting workshops, family and life skills workshops (e.g., nutrition, health, financial management, household management), home visits, information and referral about community resources and support services. The family development approach engages parents in setting realistic goals and identifying their strengths, needs, and community support services. Positive outcomes of the program will improve parenting skills, parent/caregiver and child interaction, family social supports, and family self-sufficiency.

SUPERVISION: They work as part of the CCE-Tompkins Family & Community Development Program Area Team and receive general supervision from the Family Resource Connection Tompkins Program Director. Duties are performed within the policies and guidelines of CCE-Tompkins and include background checks and annual mandatory trainings (paid).

Responsibilities

- Implement the program according to established guidelines (CCE-TC, Grant contract, community sites).
- Provide research-based parenting workshops, co-facilitated with trained parenting educators and supported with childcare and meals.
- Engage parents by assisting them in identifying community-based programming for parent/child activities, parenting education, and family social support within the community.
- Mentor parent and community leaders on building bridges between parents and community resources.

Cornell Cooperative Extension Tompkins County

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- Utilize a variety of educational methods which may include direct teaching, group experiences, media, newsletters, electronic technology, and internet to deliver program.
- Foster acceptance of program, methods, and policies to address community and individual needs and consider diverse audiences.
- Interact with program participants representing CCE in a professional manner at all times.
- Represent CCE before the public, community leaders, government officials, Cornell or other land grant universities in a professional manner as part of program delivery.
- Actively reach out to and develop relationships with families on a regular basis.
- Collaborate with school and community colleagues to engage parents in their children's learning and healthy activity.
- Provide supervision and guidance to casual employees engaged in childcare while programs are delivered and provide direction to volunteers who assist with programs.
- Ensure that measures are taken to promote a safe, healthy program setting.
- Coordinate workshops and program logistics with other educators within CCE and other community organizations on family support topics.
- Document and provide program outcome data to supervisor to report to stakeholders: the families, the community, the collaborators, elected officials, and the funders.
- Maintain records to document the program participation and impacts.
- Provide written documentation of programs through daily logs, attendance records, registration, and data entry.
- In cooperation with Supervisor and/or Executive Director, jointly develop and pursue a professional development plan as a means to increase competencies relative to position accountabilities and to address changes and Association priorities.
- Collaborate in activities that are in general support of Cornell Cooperative Extension and perform other duties as assigned.
- Administrative support as directed.

Required Qualifications

1. Bachelor's Degree or equivalent (*Associates Degree from an accredited institution plus 2 years transferable relevant experience*)
2. Coursework and/or experience in child development, family development, parenting education, or related fields of study
3. Experience in community-based education or human service position
4. Experience with the local community and knowledge of resources for families
5. Effective skills in facilitating adult learning (formally or informally) with groups and individuals.
6. Knowledge of child development and parenting education.
7. Sensitivity to the needs of individual parents and ability to adapt to those needs.
8. Demonstrated ability to be in an empowering role with others and to manage conflict effectively.
9. Demonstrated ability to communicate positively with and involve people of diverse educational and cultural backgrounds.
10. Ability to communicate effectively orally, in writing, and with electronic technology.
11. Ability to prioritize work and ability to work independently.
12. Ability to meet travel requirements associated with this position.
13. Ability to meet acceptable background check standards, if required.
14. Ability to work flexible hours which may include evenings and/or weekends, as appropriate.

To apply email resume and cover letter to:

Serena Ward slw256@cornell.edu and Anna Steinkraus ams69@cornell.edu

Subject line: [Family & Community Educator](#)

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