

## We are hiring a Bilingual Program for Parents of Adolescents and Teens Outreach Manager!

The Parents of Adolescents and Teens (PAT) program is a dynamic, research-based curriculum that connects parents to learn together and better support their adolescents and teens. The PAT Outreach Manager is a people-oriented role focused on building awareness, conducting outreach, and recruiting participants and partners for the PAT Program. This full-time bilingual English-Spanish position will also lead community outreach to develop relationships with community partners to offer the PAT Program in Spanish. An ideal candidate will be a strategic thinker and an exemplary relationship-builder with solid marketing and project management skills.

### Core Responsibilities

#### **PAT Program Outreach & Participant Recruitment** (approx. 30 hours/week)

- Participant Recruitment
  - Develop and implement an outreach strategy with the Communications & Marketing Director and Program Director.
  - Spread the word about groups via local forums, social media channels, and other targeted marketing platforms to proactively recruit families to participate in the PAT Program.
  - Measure and evaluate results of PAT communications and marketing content.
  - Manage the calendar for community tabling events and other outreach opportunities.
  - Monitor group registration levels.
- Program Outreach
  - Build awareness of the PAT Program by conducting outreach to schools, community-based organizations, and mental health providers.
  - Seek out and develop relationships with parent-serving organizations to spread the word about PAT and offer PAT workshops and info sessions.
  - Support Program Manager in the implementation of PAT workshops and community events.
  - Actively develop and cultivate relationships with potential PAT community partners.
  - Lead the development and execution of PEPS-hosted PAT community events in partnership with Program Team members.
  - Represent PEPS at community events and execute event functions, including prep, set up, and breakdown. Develop and send follow-up communications to potential PAT participants.
  - Collaborate with the Communications Team to develop and deploy ongoing written and video marketing communications and testimonials about the PAT Program.
  - Promote the PAT Program in PEPS newsletters, social media, and the Highs and Lows blog.
  - Track the progress of outreach strategy and facilitate PAT Outreach team meetings.

#### **PAT Program Outreach and Support - Spanish** (approx. 5 hours/week)

- Develop and cultivate relationships with partners serving the Spanish-speaking community.
- Collaborate with the Partnership Manager to grow Spanish language partnerships.
- Support the PEPS team to ensure Spanish text is culturally appropriate and is translated accurately for all PAT marketing and communications materials.

#### **Other Duties** (approx. 5 hours/week)

- Promote work towards expansion by regularly participating in community collaboratives and coalitions.
- Attend 1:1 supervisor meetings, team, and all-staff meetings.
- Other projects, tasks, and responsibilities as requested.

## To Apply

Initial interviews will be held virtually and will occur on a rolling basis. All applications will be acknowledged within five business days via an email receipt and held confidentially within the hiring team. Every applicant will receive careful consideration, and this role will remain open until filled. To apply, please submit the following:

- A résumé that summarizes your relevant professional, academic, and volunteer experiences.
- Instead of a cover letter, in your submission email, describe how your experience, interests, and values align with this position's core skills and qualifications and the PEPS mission.
- Please include which pronouns you use.
- To request disability accommodation in the application process, contact Cari Morales ([carim@peps.org](mailto:carim@peps.org))

Please email your application to [jobs@peps.org](mailto:jobs@peps.org). Electronic submissions only, please.

## Core Knowledge and Skills

- Excellent written, verbal communication, and presentation skills, in person and virtually.
- Persistent and skilled in developing and cultivating relationships.
- Knowledge and experience in creating and posting content and ads on social media would be an advantage, but not required for this role.
- Strong ability to manage and prioritize day-to-day tasks and competing deadlines.
- Ability to analyze basic data and make recommendations for next steps.
- Proficient in Microsoft Office 365 and Suite (Outlook, Word, PowerPoint, Excel).

## Education and Experience

- Fully bilingual in English and Spanish with strong written and verbal communication skills. Fluency in English and Spanish is required, with skills proficient to communicate and prepare documents in both languages.
- 1-3 years of experience working directly with parents or adolescents and their families or lived experience as a parent/caregiver of an adolescent would be an advantage but not required for this role.
- Familiarity and knowledge of potential avenues to reach parents of adolescents and teens.
- Strong network of relationships in the local community.

## Requirements

- Employee must be based out of the greater Seattle area.
- Sponsorship for US work authorization is not available for this position.
- We require that all employees be fully vaccinated against COVID-19. All offers are contingent; your vaccine status will be verified before onboarding.

## Compensation, Benefits, and Working Environment

**Compensation:** This position will be 40 hours a week. The expected pay range for this full-time position is \$64,000 – 70,000 annually, based on experience.

**Benefits:** PEPS offers a generous benefits package that includes medical and dental benefits, 12 weeks of paid parental leave, short-term disability insurance, life insurance, and retirement matching. Medical and dental insurance are offered through Kaiser. Employees enjoy flexible scheduling and a culture of care that values taking time away from work - including 12 paid holidays and a paid office closure every year during the week of July 4<sup>th</sup>, as well as the week between Christmas and New Year's. We offer 20 days of accrued PTO and two floating personal days per year for new employees, with PTO increases at 4 years and a 4-week paid sabbatical after 7 years of employment.

**Office Location:** PEPS is located in Seattle, Washington, with a main office in the historic Good Shepherd Center in Wallingford, adjacent to Meridian Park and the beautiful Seattle Tilth Gardens. There is a satellite office in the Parent Trust building in the Rainier Valley. Both locations have ample parking and are close to public transit.

**Workspace:** PEPS is currently operating in a hybrid format, and requirements continue to evolve. Required staff gatherings are held in person a minimum of 2 days a month. This role will require in-person work for training during onboarding.

**Work Culture:** The PEPS staff and board believe that its success as an organization is based on its unique and supportive organizational culture, which strongly affirms that everyone deserves community, support, and social connection. Our workplace is flexible, welcoming, caring, and fun. Self-care is modeled and encouraged. All PEPS staff members work with a spirit of collaboration within all levels of PEPS and promote a culture of teamwork, wellness, and inclusion. PEPS operates with a racial equity lens across all its activities and embraces learning and growth to work towards healthy outcomes for all families. Each staff member:

- Is willing, open, and committed to ongoing learning and growth.
- Demonstrates passion for the PEPS mission, programs, and impact.
- Champions change and demonstrates an aptitude to improve current processes and procedures.

### **Commitment to Equity**

We believe that all families should have access to a healthy, supported start in life. Knowing that race and ethnicity continue to predict the future life chances of children in our state, we are committed to working with families, partner organizations, and communities to identify barriers to parent support and wellness, interrupt their negative impact, and eliminate the persistent disparities in child outcomes.

PEPS values and celebrates the strengths that diversity brings to the workplace and is committed to advancing equity through our work. Cultivating a diverse and inclusive staff is one of our priorities.

Black, Indigenous, People of Color, and others with underrepresented identities (including, but not limited to, gender identity, class, socioeconomic status, sexual orientation, age, ability, and background) are strongly and sincerely encouraged to apply. PEPS is an Equal Opportunity Employer.