



HEAD START  
**FAMILY ENGAGEMENT MANAGER**  
Full Time/Full Year

ADVOCAP, Inc., is a recognized leader in anti-poverty and self sufficiency programming. We are a private, nonprofit agency committed to creating opportunities for people and communities to reduce poverty.

This mid-level management position will provide leadership to Family Development and Engagement Services serving Head Start low-income children and families in both Fond du Lac and Green Lake counties.

**Responsibilities Include:**

- Recruitment and enrollment of children into program
- Parent involvement and leadership development of program
- Family self-sufficiency coaching
- Foster community collaborations
- Ensure that participating children and families meet eligibility requirements
- Be sure the program is fully enrolled
- Ensure that agency and funding source requirements are met
- Assist parent engagement in all aspects of the program as volunteers or policy development and program evaluation roles

**Job Requirements:**

- Possess an understanding of poverty
- Have multiple years of experience working with low-income families
- Successful supervisory and program management experience are essential
- Have strong planning, team support and leadership skills
- A Bachelor's degree in a human/social services field
- An ability to empathize and articulate the needs and circumstances of low income families

Minimum starting wage is \$19.02 per hour. Benefits offered include: health, dental, life, STD, vacation, sick and holiday pay, 401k option

Women, minorities, and those with disabilities are encouraged to apply.

Please submit resumes with cover letter to:

Human Resources, ADVOCAP, Inc.,  
PO Box 1108, Fond du Lac, WI 54936-1108 OR  
FAX 920-922-7214 OR Email <[hr@advocap.org](mailto:hr@advocap.org)>

Responses received by **11/23/18** will receive preference.

<http://www.advocap.org/>

AA/EOE