



**The Fishing School**  
**4737 Meade Street, NE**  
**Washington, DC 20019**

**Position:** Parent Engagement Associate  
**Reports to:** Parent Engagement Manager  
**Status:** Part-time, non-exempt

### **About The Fishing School**

The Fishing School prepares elementary and middle school youth for success in high school and life by improving their academic performance and life skills, and by engaging them and their parents in intensive, multi-year, research-based programs and activities. For more information, please visit [www.fishingschool.org](http://www.fishingschool.org). TFS provides year round academic-focused out of school time programs for more than 400 students each year.

### **Responsibilities**

The Parent Engagement Associate will work directly with TFS' Parent Engagement Manager to implement the organization's parent engagement initiatives, including but not limited to the following:

- Planning and implementation of parent engagement events and activities in accordance with TFS' parent engagement framework and grant requirements
- Developing and maintaining mutually respectful, positive relationships with families in TFS' programs to promote strong student outcomes
- Participating in the recruitment, enrollment, and retention of students in TFS programs
- Promoting parent involvement in program development and program evaluation
- Facilitating Parent Advisory Council meetings
- Ensuring compliance with all applicable regulations and requirements
- Ensuring accuracy of data input into official databases
- Maintaining strategic parent engagement programmatic partnerships

### **Qualifications**

- High school diploma, bachelor's degree in education, youth development, human services, or a related field preferred
- Minimum of two years of experience in the field of education or youth development
- Proficiency in Microsoft Office programs (Word, Excel, PowerPoint, and Outlook), and the ability to manage proprietary tracking and evaluation databases
- Excellent writing, organization, communication, and presentation skills
- Ability to thrive in a mobile work environment and manage work across more than one location
- Ability to handle delicate situations with confidentiality, sensitivity, and professional courtesy
- Customer orientation and ability to adapt/respond to different types of personalities

### **How to Apply**

The Fishing School offers a competitive salary and generous benefits. To apply for the position, please send a cover letter detailing your interest and track record as a program management professional and resume to [jobs@fishingschool.org](mailto:jobs@fishingschool.org). **The Fishing School will not consider incomplete applications.**