

Programs and Family Engagement Manager

Position: Programs and Family Engagement Manager

Hours & Location: Full time (40 hrs/week)

Start Date: August 17-September 1, 2026

Office Location: First 5 Fox Valley Family Resource Center
111 W. College Ave., Appleton, WI 54911

Application Closing Date: July 17, 2026

Salary Range: \$60,000-\$68,000 depending upon education, experience and certifications

Employer: First 5 Fox Valley is a non-profit charitable organization whose purpose is to cultivate a community that empowers and supports every family to build a solid foundation for children in their first five years. First 5 Fox Valley (F5FV) is seeking a Family Resource Center (FRC) Manager with a focus on programs, parent education and family engagement, to join a team of people dedicated to improving the lives of children living in our community. Seeking applicants with a heart for mission driven work at a community-based non-profit organization that is innovative, growing and awarded grants totaling over \$6.5 million in the past few years.

Job Summary: The F5FV Family Resource Center is a welcoming community space for parent education, playgroups, social connections and a resource hub in the Fox Valley. The Family Resource Center (FRC) Programs and Family Engagement Manager position focuses on strengthening families by overseeing engaging parent education workshops and play groups, organizing volunteers for the public play space, leading the Parent Ambassador program, and creating family-centered activities that promote healthy relationships, resilience, and community connection. This position is employed by F5FV but works in collaboration with Family Services of Northeast Wisconsin Parent Connections programs. This position will be based at the F5FV FRC located at 111 W. College Ave., Appleton, WI. F5FV is seeking applicants that are organized with good time management and planning skills, enjoys connecting with people, and experienced in parent education and facilitation skills.

Benefits include: paid holidays, health benefit stipend, earned PTO and 401K match.

Essential Duties & Responsibilities:

Parent Education & Family Programming

- Develop, coordinate, and facilitate parent education programs, workshops, and play groups.
- Plan and implement family and community engagement activities that foster connection, peer support, and community involvement.
- Participate in the Help Me Grow program for direct experience in supporting resource navigation.
- Identify, supervise and support trainers to facilitate workshops.
- Support evidence-based and trauma-informed parenting education practices.
- Create welcoming and inclusive environments for families of diverse backgrounds and lived experiences.
- Evaluate and record program effectiveness through participant feedback, and event attendance.

Community Engagement & Outreach

- Build and maintain collaborative relationships with community partners including schools, child care, health systems, nonprofits, county agencies, and statewide agencies.
- Conduct outreach to families and community partners to increase participation and awareness of FRC services.
- Represent the Family Resource Center at community meetings, events, and collaborative initiatives.
- Promote programs through community outreach, social media, newsletters, and other communication channels.

Administrative & Program Support

- Maintain accurate program records, attendance, and reporting data.
- Assist with grant-related documentation, outcome reporting, and program evaluation activities.

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Parent Ambassador Program Support

- Facilitate the parent ambassador program that allows parent ambassadors to develop leadership and community advocacy skills.
- Encourage family leadership, engagement, and participation within the Family Resource Center.
- Support a strengths-based, family-centered approach in all interactions and programming.

Qualifications:

Education & Experience

- Bachelor's degree in Human Services, Social Work, Education, Psychology, Public Health, Community Programming, or related field preferred.
- 2–4 years of experience in parent education, family engagement, or community programming.
- Experience facilitating groups, workshops, or educational programming.
- Experience working with a culturally and linguistically diverse community, with a commitment to equity, inclusion, and family-centered practices.

Knowledge, Skills & Abilities:

- Strong understanding of family systems, child development, and trauma-informed practices.
- Excellent communication skills, both written and oral; strong presentation skills and ability to present with a variety of audiences; bilingual language skills preferred.
- Ability to build strong relationships with families and community partners.
- Strong time management and organizational and event-planning skills.
- Ability to work independently while collaborating effectively within a team environment.
- Proficiency with Microsoft Office, virtual meeting platforms, and basic data tracking systems.
- Proven ability to develop marketing materials, managing social media, and executing outreach strategies.
- Commitment to diversity, equity, inclusion, and culturally responsive programming.
- Willing to continue education and build knowledge base for FRC accreditation and program enhancement.
- Background check required

Application Process:

Submit by July 17, 2026:

1. Letter of Interest outlining skills, expertise and experience with community engagement and events, planning and providing parent education trainings, and evaluating data and experiences.
2. Resume
3. One-two letters of reference

Applications submitted to:

Chris Grubbs, MS Chris@firstfivefoxvalley.org

First 5 Fox Valley -HR Hiring Coordinator

www.firstfivefoxvalley.org

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Kimberly, WI. 54136

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