



FEDERATION FOR CHILDREN
WITH SPECIAL NEEDS

Coordinator, Outreach and Engagement

Location: Boston, MA

20 Hours/week

This position is grant-funded and is contingent upon continued grant funding. Employment is subject to renewal based on funding availability.

About FCSN

For children with disabilities, the pathway to achieving their full potential can often be challenging due to barriers in support, resources, and understanding. That's where the **Federation for Children with Special Needs (FCSN)** steps in. FCSN's equity-driven family engagement efforts promote access and opportunity for children with disabilities and others facing systemic obstacles to success.

Founded over 50 years ago, FCSN champions families' vital role in their children's education, healthcare, and overall well being, and empowers families to not only navigate key systems for their own child but also use their voice to advocate for systemic change. Our aspiration is to build an inclusive world where every child and young adult experiences belonging and can participate equitably in life's opportunities. Our mission is to empower families, engage diverse communities and eliminate barriers to improve life outcomes for all children and young adults, especially those with disabilities.

By offering direct support, educational resources, and advocacy, we ensure that every youth and child, regardless of their challenges, is given the opportunity to succeed.

Commitment to Diversity

FCSN is committed to fostering diversity, equity, and inclusion in all the families we serve. We understand that each child, family, and individual is unique, and every family deserves personalized support. We embrace the richness of diverse backgrounds, experiences, and perspectives, which strengthens our mission to ensure equitable access to resources for children with disabilities.

We believe that diversity is key to breaking down barriers and promoting inclusive practices. FCSN advocates for systemic change to address the challenges faced by underrepresented communities. As we work to close gaps in services and opportunities, we encourage individuals from all backgrounds to join us in this important work. Our team's strength lies in reflecting the diversity of the communities we serve.

The Opportunity

As the **Coordinator, Outreach and Engagement**, you will play a key role in ensuring that families from non-English-speaking communities can access and benefit from FCSN's programs and services. Through bilingual outreach, training, and individualized support, you will help bridge language and cultural gaps, ensuring that families have the tools, knowledge, and confidence to engage in advocacy,



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career development, and volunteer opportunities. This community-facing role is grounded in equity and trust-building, with a strong emphasis on delivering culturally responsive services that reflect the strengths and needs of the families we serve.

Responsibilities

Community Outreach & Engagement

- Respond to inquiries about FCSN's programs in Cambodian (Khmer), Spanish, Portuguese, Haitian Creole, Mandarin Chinese, or Vietnamese.
- Build strong relationships with families through culturally responsive outreach and engagement.
- Represent FCSN at community events, family-facing meetings, and partner gatherings to share resources and information.
- Implement targeted outreach strategies to increase visibility and trust within non-English-speaking communities.
- Support day-to-day program operations to ensure effective implementation of outreach and engagement activities.
- Respond to family information and referral requests with timely, supportive guidance.

Training & Capacity Building

- Deliver presentations and workshops that introduce families to FCSN's opportunities.
- Distribute culturally and linguistically appropriate materials to families and community organizations.
- Contribute to the development of digital and print content to enhance program visibility and accessibility.
- Provide universal, targeted, and intensive levels of support tailored to families' needs.

Data Management & Cross-Team Collaboration

- Maintain accurate records of technical assistance activities, outreach efforts, engagement outcomes, and training participation.
- Collect, enter, and track program data to support evaluation analysis, grant reporting, and continuous quality improvement.
- Contribute insights and recommendations at team meetings to inform continuous improvement and effectiveness of initiatives.
- Participate in staff meetings, One Federation teams, and organization-wide initiatives such as the Visions of Community (VOC) Conference to support collaboration.
- Uphold and model culturally responsive practices in all aspects of communication, planning, and service delivery.

Qualifications



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At FCSN, we value the many different paths individuals take toward professional growth. We evaluate candidates based on their skills, qualifications, and demonstrated ability to achieve positive results for children and families. Our hiring process is merit-based and considers a wide range of relevant experiences that prepare candidates to succeed in this role. We are most interested in candidates who meet the majority of the following qualifications:

- Bilingual fluency in English and Cambodian, Spanish, Portuguese, Haitian Creole, Mandarin, or Vietnamese.
- Bachelor's degree preferred, or 1-2 years equivalent experience
- Experience in community outreach, family support, or social services.
- Basic knowledge of public education systems and a willingness to learn more.
- Strong writing, communication, and public speaking skills to engage diverse audiences.
- Proficiency in Microsoft Office and basic data entry or database systems.
- Strong interpersonal and presentation skills with a commitment to equity.
- Ability to work occasional evenings or weekends

Candidates with personal or professional experience in disability inclusion—such as individuals with disabilities, caregivers, or those with disabled family members—are encouraged to apply, as we value perspectives that enhance our commitment to accessibility and equity.

Compensation and Benefits

The salary for this role is competitive and based on experience, with a range of \$48,500 to \$61,500. Employees are eligible for the Federation's benefits package based on their full-time or part-time status. More details on the benefits package including confirmation of the benefits that employees are eligible for based on full- or part-time status can be found in the Benefits Guide available on the [PositivelyHR Hub \(Hub.positivelyhr.org\)](https://hub.positivelyhr.org).

This position is supported by grant funding. Employment in this role is contingent upon the continued availability of grant funds. Continuation of this position beyond the current grant period is subject to renewal of funding and organizational need.

To Apply:

Send your resume and cover letter by email to FCSN at fcsnjobs@fcsn.org; or by mail to: Federation for Children with Special Needs, Attn: HR, 529 Main Street, Suite, 1M3, Boston, MA 02129

-----**EQUAL OPPORTUNITY EMPLOYER**-----

Federation for Children with Special Needs (FCSN) is an equal opportunity employer and does not discriminate on the basis of sex, race, color, religion, sexual orientation, gender identity or expression, national origin, cultural heritage, ancestry, political belief, age, marital status, pregnancy, physical or mental disability or veteran status. Federation for Children with Special Needs (FCSN) is compliant with the Americans with Disabilities Act and we are committed to making special accommodations for your



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interview or work as a member of our team. If specific accommodations are needed, please notify us and our HR team will work to accommodate your needs.