



Family Resource Center

432 Fashion Way Burlington, WA 98233 (360) 757-8888 www.skagitchildrensmuseum.net info@skagitcm.org

JOB DESCRIPTION

Position Title: INTERIM FAMILY RESOURCE CENTER MANAGER

Location: Children's Museum of Skagit County, Burlington WA

Reports To: Children's Museum of Skagit County Executive Director

Full or Part time

Position Summary

In collaboration with the Children's Museum Executive Director and the Family Resource Center Advisory Board, the Interim Family Resource Center Manager will build the organizational capacity of the Help Me Grow Skagit Family Resource Center (HMGS FRC), develop and launch the expansion of services, and create sustainability for ongoing operations.

Responsibilities include:

- Provide strategic direction for the Help Me Grow Skagit Family Resource Center
- Develop policies and procedures for operations
- Devise strategies for ensuring the continued growth and sustainability
- Establish and oversee parent education and support programs in conjunction with Museum programs
- Expand and facilitate the HMGS FRC Advisory Board
- Ensure data and evaluation measures are collected and reported
- Monitor program budgets and grant requirements
- Procure and track distribution items
- Meet with key staff and community members on an ongoing basis
- Develop a plan for mobile FRC operations

Required Skills and qualifications:

- BA in human services, public health, business or a related field
- At least two years of experience with project/program management
- Excellent organizational, communication, and leadership skills, backed by previous professional success
- Fund and resource development experience preferred
- Bilingual English/Spanish highly desirable

- An equivalent combination of education and experience may be substituted which provides the skills, knowledge and abilities to perform the essential functions of the position.

Other Requirements:

- Must pass a criminal background check
- Ability to work remotely and in an office setting

Compensation:

- Salary/Wage: \$25 per hour
- Benefits:
 - Paid Leave
 - Health Insurance Stipend
 - Internet/Cellphone Stipend
 - Children's Museum Membership

Please submit a resume and cover letter to Cate Anderson at Cate@skagitcm.org
Position open until filled. Priority Review begins on March 6th, 2023.