



## Mecosta-Osceola Intermediate School District

Administrative Offices: 15760 190<sup>th</sup> Avenue, Big Rapids, MI 49307

Phone: 231.796.3543

[MOISD Job Opportunities](#)

2425-38

**NOTICE OF  
VACANCY**

**Title: Great Start Family Liaison**

**Program: Early Childhood**

**Start date: March 17, 2025**

Classification/FLSA: Non-Exempt/Non-Administrative

Duration: Full-time year-round position

260 days / 7.5 hours per day

Reports to: Assistant Superintendent of Instructional Services

Location: Hillcrest

**Position Summary:** The Family Liaison is a grant-funded position through the Great Start Collaborative. This role aims to enhance parent and family engagement in early childhood planning and decision-making while fostering parent and caregiver involvement and leadership skills. The ultimate goal of this position is to assist parents in their key role in strengthening the early childhood system.

### Professional Requirements / Education and Experience

- Bachelor's degree in early childhood or a related field is preferred. Associate degree with at least 3 years of relevant experience will be considered.
- Prior experience in an early childhood position, coordinating groups of adults and families, and/or community planning efforts preferred.
- Passion for providing mentorship and support to parents and families, growing their involvement and leadership abilities.
- Exceptional ability to create and maintain a positive, collaborative experience, build relationships and foster connections with parents/families, colleagues and community partners.
- Have or be willing to obtain training in the Strengthening Families Program.
- Self-motivated, problem-solver, with excellent organizational and creative thinking skills.
- Demonstrated success as a leader; encouraging, facilitating, and engaging diverse groups to work together toward a shared goal.
- Must maintain a valid driver's license and the willingness/ability to transport self to various work locations throughout Mecosta and Osceola Counties, including in the evenings as necessary.
- Must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).

### Essential Duties

- Create and enact an annual plan of work that includes the development of shared goals.
- Maintain an awareness of community resources available for families.
- Create and facilitate opportunities for parent/family education and involvement.
- Coordinate the Great Start Family Coalition meetings, including planning and facilitating monthly meetings, maintaining records including agendas, attendance records, and minutes of all coalition meeting and activities.
- Plan, lead, and promote events including Parent Cafe and Mom Power.

## *Supporting Schools and Student Achievement*

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.



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- Develop family play and learn opportunities with local partners, including local districts, libraries, and other community groups.
- Maintain the Group's Facebook Page (Together2THRIVE) with daily postings, inquiry response, sharing local resources, and creative efforts to engage current members and attract new members.
- Organize, promote and assist with local family and community events.
- Partner with the GSC and GSC Subcommittees and report out at GSC Quarterly Meetings.
- Provide support to GSC Coordinator as needed, including attending local community resource group meetings in the absence of the GSC Coordinator
- Increase parent and family involvement and attendance at GSC meetings, subcommittee meetings, and with GSC work.
- Emphasize Talking is Teaching awareness to provide local families with learning opportunities regarding the importance of talking, reading, and singing to children.
- Stay informed of current initiatives and collaborative opportunities statewide; travel to and attend professional meetings and/or conferences as necessary.
- Conduct oneself in a professional manner and maintain a positive image during the workday and at all work-related activities. Contribute positively to the quality and success of the program.
- Assume responsibility to transport self to assigned worksite(s), and maintain regular, reliable and prompt attendance.
- Additional duties as assigned by Assistant Superintendent of Instructional Services or designee.

**Compensation: \$33,000.00 - \$35,000.00, commensurate with experience and credentials**

**Benefits:** Full family health package, district-paid life/add & LTD insurance and employee assistance program; MPSERS retirement; Paid holidays, sick, personal and vacation leave; Opportunities for professional development and organizational advancement with tuition reimbursement available.

**Posting date: 02/04/2025**

**Application deadline: 02/28/2025**

**Please submit a cover letter, resumé with professional references, and applicable transcripts and/or certifications to: Jessica R. Ross, Human Resources Coordinator**

Email: [jobs@moisd.org](mailto:jobs@moisd.org)

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