



CONSULTANT POSITION: PARENT ENGAGEMENT CONSULTANT

The Folk Arts-Cultural Treasures Charter School (FACTS) is a K-8 charter school located in the Chinatown area of Philadelphia, Pennsylvania. FACTS provides children with an education which has high academic standards, is truly community based, incorporates and respects the lives of students and their families, engages students in understanding their own cultures and communities, and engages students in understanding their role as active participants in working for a just society. FACTS provides children a joyful place for learning, a place to learn to think critically and deeply, and a place that respects culture and folk arts as powerful resources.

PURPOSE: FACTS is requesting proposals for a consultant to establish systems and processes to

- Create mechanisms to increase and sustain parent and family engagement:
 - engage parents in supporting the school through the FACTS Parent Pride Committee
 - increase the effectiveness of parent communication
 - coordinate events

The Parent Engagement Advisor is required to handle confidential information with discretion and maintain a high level of professionalism.

COMPENSATION: The Parent Engagement Advisor is an independent contractor, The total budget for this one year project is \$18,000. The Parent Engagement Advisor, under the code of the Internal Revenue Service (IRS), is an independent contractor and is not the school's employee. The contractor is responsible for all expenses related to providing the Services under this Agreement. This includes employment costs, taxes, Social Security contributions/payments, disability insurance, unemployment taxes.

TO APPLY: The following requirements are to be addressed in the proposal for consideration:

- Familiarity with FACTS, our programs and our parent community
- Ability to work independently with a focus on outcomes
- Strong organizational skills
- Awareness of group dynamics and accessibility needs of non-English speakers
- Excellent written and verbal communications (bilingual ability is a plus)

In order for FACTS to conduct the most efficient proposal evaluation, bidders are required to include the following information in their proposals as described below:

1. Contact Information – A description of the bidder and detailed contact information.
2. Price Schedule – A description of the bidder's price schedule – daily or hourly rates.
3. Capability Statement – A detailed response to the service/specifications requested, along with an outlined work plan.

4. Professional References – A list of at least three professional references with contact information.

Proposals and all questions pertaining to this proposal may be submitted electronically via email to jobs@factschool.org by June 27, 2025 or until the position is filled.

KEY DELIVERABLES:

Parent and Family Engagement:

- Support the FACTS Parent Pride Committee
 - Support the orientation and onboarding of new members.
 - Ensure the regular functioning of the committee.
 - Support the planning and execution of parent and family events.
 - Coordinate logistics and communication with FACTS staff related to volunteering opportunities and other chances for parent engagement.
 - Work with the committee to create mechanisms and practices that make parents with limited English feel welcome and included.
- Create a newsletter for FACTS parents and guardians informing them of school information while also sharing fundraising information, goals, and ways of donating to FACTS.
- Assisting the FACTS's Events Coordinators (such as FACTS 5K, 20th Anniversary) with engagement of parents, families, alumni and volunteers in event preparations and execution
 - Pre-event preparations
 - Day of Event volunteer needs
 - Post event wrap up