Liaison Job Description

The PHSA Program Liaison Project identifies an advocacy lead within each PHSA member program. The Liaison is a staff member or parent, chosen by the administer of a PHSA member program, that works with PHSA staff to better connect program staff and parents to the activities of PHSA, particularly engaging them in PHSA’s advocacy efforts, and the benefits of membership.

Liaison Duties include:

- Communicate regularly with PHSA staff via email, social media and conference calls. Conference calls are scheduled for 11AM, the third Friday of every month, at (717) 836-1406.
- Keep current on the news that impacts the PA Head Start/Early Head Start Community
- Work with PHSA staff and their program director to develop a plan to ensure that all program staff and parents
  - Understand the benefits and opportunities that exist for staff and parents of PHSA member programs
  - Understand the importance of educating community members and legislators about the positive benefits of their Head Start/Early Head Start program
  - Are signed up for PHSA email lists and as supporters of the Pre-K for PA Campaign, Childhood Begins at Home Campaign, and Start Strong PA Campaign
- Work with PHSA Staff and their program director to
  - Promote PHSA Monthly Update Calls and Parent Calls amongst their program staff and parents
  - Fine tune their program’s message about the benefits of Head Start/Early Head Start in their community
  - Identify program staff and parents who can speak about the positive impact of Head Start/Early Head Start
  - Gather stories from program staff and parents that illustrate the positive impact of Head Start/Early Head Start
  - Cultivate ongoing relationships with federal and state legislators and members of local government
  - Identify program staff and parents who are interested in participating in district and capitol visits to legislators to emphasize the importance of the program in the legislator’s district