

CHATHAM COUNTY PARTNERSHIP FOR CHILDREN

FAMILY OUTREACH COORDINATOR (BILINGUAL)

Job Description

Purpose

The Family Outreach Coordinator will coordinate the Partnership's outreach to families of young children, with special focus on the Latino community; provide referral and consultation services to families through Child Care Search; and support early childhood service providers with Spanish/English translation, interpreting and diversity education. This position will organize community events and activities that promote the Partnership and specific services for young children and their families, including Child Care Search (5 counties), NC Pre-K (Chatham) and Dolly Parton's Imagination Library (Chatham).

Essential Responsibilities

Outreach:

- Coordinate the Partnership's presence at community events to promote services
- Coordinate and produce content for dynamic/active social media outreach for the Partnership
- Organize annual Day of the Books/El Día de los Libros festival, including logistics, budgeting, volunteer management and marketing
- Develop strategies to engage Spanish-speaking families in Partnership services

Child Care Search:

- Provide phone coverage for the Child Care Search line, as scheduled; approx. 20 hours per week
- Provide child care referrals using web-based software, email, and paper mail follow up
- Educate parents in English and Spanish on child care options and child care quality, by phone, by email, and in person at events
- Collect and enter accurate client data

Other:

- Provide English/Spanish interpreting, translation services, and diversity education to child care facilities and other early education service providers, as needed and requested
- Provide reports as requested by funders or supervisor
- Other duties as assigned by supervisor

Qualifications/Requirements

MINIMUM REQUIREMENTS

- Bilingual in English and Spanish
 - Demonstrated ability to engage clients in complex phone consultations in both languages
 - Demonstrated written communication skill in both languages, including written translations
- Bachelor's degree in any field (see preferred education below)
- At least one year of related experience (For example: child care or other direct work with young children in an educational setting, social work or experience working with families of young children, or direct work with children and families in public health.)
- A COMBINATION OF EDUCATION AND EXPERIENCE MAY BE CONSIDERED
- Able to organize and manage multiple projects and assignments
- Computer proficient and able to use a web-based database for referrals
- Able to build rapport with individuals of diverse backgrounds

PREFERRED QUALIFICATIONS

- Bachelor's degree in Early Childhood Education or Child and Family Development
- At least one year of experience working with children and families in a child care facility or preschool
- Experience planning an event involving more than 100 participants
- Experience in community collaboration, public relations and/or marketing and social media

PHYSICAL REQUIREMENTS¹

- While performing this job the employee is:
 - Frequently required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands or arms; and talk or hear.
 - Periodically required to stand; walk, stoop, kneel.
 - Occasionally required to lift up to 25 pounds.
 - Routinely required to drive a vehicle for business travel and must have a valid NC Driver's License with less than 4 points.
- Specific vision abilities required by this job include: close vision and the ability to adjust focus to operate the computer.

OTHER REQUIREMENTS

- Evening or Saturday work will be required 2-3 times per month.
- Access to personal vehicle for business travel is required.

SUPERVISION: Reports to the Program Director

Position Status: Regular, Full-time
Classification: Grade 15, Non-Exempt
Salary Range: \$35,866 starting salary

¹ Reasonable accommodation will be provided when needed for an otherwise qualified candidate to perform the essential functions of this position.