



People's Emergency Center

Nurturing Families, Strengthening Neighborhoods, Driving Change

Early Childhood Education (ECE) Specialist, Building Early Links for Learning

Department: Early Childhood Education Programs
Classification: Full-Time/Exempt
Hours: 40 hours per week - Some evenings and weekends, flexible hours
Duration of Position: Contingent Upon Funding
Reports to: BELL Manager

JOB DESCRIPTION

Program Overview:

Building Early Links for Learning (BELL) is a collaboration of housing and, education providers to create an education support system for families and young children who experience homelessness in Philadelphia. BELL aims to: increase family participation and access to high quality Early Childhood Education (ECE) programs; share information about the benefits of ECE with parents and homeless service providers; share information about early childhood homelessness with ECE centers; establish more effective links between homeless services and ECE providers; and provide other supports relevant to early childhood. PEC is the lead partner.

Position Summary:

The ECE Specialist will be responsible for increasing the enrollment of young children staying in emergency housing (EH) into high quality early learning programs including STARS childcare, Head Start, Early Head Start, and state and locally funded PreK. Other activities include delivering trainings and information sessions for parents and staff and other activities aimed at increasing the developmental appropriateness of shelter for young children. The ECE Specialist is responsible for the implementation of the program, working in collaboration with the BELL Manager, other ECE Specialists and consultants, and ensuring data collection and compliance with the funding grant.

ESSENTIAL DUTIES AND RESPONSIBILITIES

In general, ECE Specialists will:

- support existing EH staff to help families apply for ECE subsidies and identifying and enrolling in quality ECE programs.
- train EH staff on child development facts and principles.
- connect and coordinate efforts across housing, ECE and other systems.
- utilize data to monitor progress and evaluate innovation.

Specific ECE Specialist activities:

- In collaboration with the BELL Manager, develop and implement outreach and engagement activities to increase enrollment in quality ECE by young children who experience homelessness
- Actively cultivate and maintain relationships with homeless family service providers and other stakeholders to encourage eligible families to access high quality ECE programs.
- Work collaboratively with BELL Manger, Data Consultants, and other Partners.
- Organize workshops and enrollment drives for families.

- Connect EH staff to ECE providers; Support ECE staff in discharge planning.
- Organize activities to teach and train shelter staff, including semi-annual workshops
- Organize activities to promote relationships between EH and ECE providers.
- Work with EH staff to collect details of child attendance and parent wishes with respect to ECE participation, updated monthly. The ECE Specialist will collect and review these forms to help monitor family need, provide support to EH staff, when necessary, and ensure that all families are aware of supports for ECE enrollment.
- Actively participate in all designated ECE related committees, meetings, and focus groups.
- Collect and enter data. Ensure all data meets contractual requirements.
- Submit monthly and quarterly reports.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in Early Childhood Education; Community Engagement, or Social Work required. Advanced degree preferred.
- Two-plus years of progressively responsible experience.
- Advanced knowledge in child development
- Demonstrated experience working with at-risk young children and their families

Additional Eligibility Qualifications:

- Mission driven and self-directed with ability to work collaboratively with many diverse constituencies
- Knowledge of child development and Philadelphia's Early Childhood Education system
- Excellent time management, organizational, and team building skills
- Strong interpersonal, communication, and presentation skills
- Is in a supportive and coaching role to both the case managers and the families.

Other Duties

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

PEC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Please send resumes to resumebell@pec-cares.org.