



People's Emergency Center

Nurturing Families, Strengthening Neighborhoods, Driving Change

Action for Early Learning (AFEL) Family Ambassador

Department: Early Childhood

Classification: Non – Exempt

Hours: Up to 20 Hours Monthly ~ Flexible

Position Period: Duration of Funding

Reports to: Manager, Action for Early Learning (AFEL)

Program Overview

The project goal is to increase awareness and build support around the importance of accessibility to quality early childhood education in the West Philadelphia Promise Neighborhoods within the 19104, zip code. The West Philadelphia AFEL Family Ambassadors will share information about quality pre-K programs, Stars ratings and resources with area families, as well as assess caregivers' perspective and rationale for their early childhood education decisions. PEC is working with Drexel University to create an education support system for families and students in the community with a strong emphasis on literacy, assistance with kindergarten readiness and children reading at grade level by third grade.

JOB DESCRIPTION

Summary

West Philadelphia Action for Early Learning (AFEL) is a part of West Philadelphia Promise Neighborhood (WPPN) Initiative and is a Drexel -led collaboration of social service, community and education agencies working to create an educational support system for students and families in the 19104, zip code - primarily the neighborhoods of Mantua, Powelton, West Powelton and Belmont. WPPN is a partnership between People's Emergency Center (PEC) and Drexel University, among other organizations.

Essential Duties and Responsibilities

Conduct door-to-door outreach, canvassing, resource tabling and survey administration, clerical duties, facilitate K-mixers, workshops, coordinate reading clubs and Community Book Depot's, set-up for special events, conduct hospitality and receptionist duties, family engagement, attend trainings, participate in professional development, promote AFEL through public speaking platforms, serve as AFEL spokesperson, data entry, conduct childcare, engage and advocate for quality ECE with families.



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Competencies

Excellent oral and written communications, highly organized, excellent interpersonal skills, team player, ability to follow through and exceptional customer service skills. Must be able to manage client/customer relations.

Preferred Education and Experience

High school diploma or equivalent.

Work Environment

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to walk, use hands and fingers to feel, handle, or operate objects or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds.

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, and veteran or disability status.

Please send resumes to: resumehr@pec-cares.org.