



PEOPLE'S EMERGENCY CENTER

Nurturing Families, Strengthening Neighborhoods, Driving Change.

Family Engagement Specialist, Action for Early Learning Initiative

Department: Early Childhood Education programs

Classification: Exempt, Salary-40 hours per week

Duration of Position: Contingent upon funding

Reports to: Manager, Action for Early Learning Initiative

Program Overview:

The West Philadelphia Action for Early Learning Initiative (AFEL) is a Drexel University led collaboration of social service and education providers working in collaboration with community stakeholders to create an education support system for students and families in the West Philadelphia Promise Zone. AFEL aims to: build awareness around the importance of early childhood education; increase family participation and access to ECE resources; strengthen the capacity of child care centers; establish more effective links between Head Start, Pre-Ks, and local kindergartens; support Pre-K and K-3 instruction with a strong emphasis on literacy; and support Kindergarten registration. PEC is the lead outreach and engagement partner for this initiative.

Job Description:

The Family Engagement Specialist will lead the facilitation of parent engagement workshops, peer-learning circles, conduct trainings, and serve as AFEL spokesperson. The Family Engagement Specialists will also provide mentoring to AFEL Family Navigators. Responsibilities include facilitating trainings, leading parent engagement workshops, attending weekly AFEL Leadership meetings, professional development, and communicating with local ECE centers and family service providers.

Essential Duties and Responsibilities:

- Facilitate family engagement activities aimed at increasing awareness of the importance of high quality ECE.
- Coordinate with local ECE centers and community partners around scheduling family engagement activities.
- Lead AFEL Outreach team in trainings and professional development activities.
- Supervises Family Navigators
- Actively cultivate, engage, and maintain relationships with local ECE centers, family service providers, and stakeholders to build trust and goodwill that can be leveraged to encourage eligible families to access Pre-K Counts and other high quality programs.
- Network in the public and private sectors to promote awareness and enhance the reputation of the program.
- Work collaboratively with AFEL Drexel University Project Director, Leadership Team and Alliance Partners and attend weekly leadership meetings.
- Participate in trainings and development opportunities around ECE and family engagement.
- Provide administrative support for AFEL Manager as needed.
- Support AFEL Outreach Team as a community liaison and spokesperson.

Competencies:

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

Required Education and Experience:

- Bachelor's degree in Early Childhood Education, Community Engagement, Social Work, or related field required.

Additional Eligibility Qualifications:

- Extensive knowledge (first-hand or professional) of early childhood education programs for children ages 0-8
- Ability to conduct community outreach, resident engagement around early childhood education, and lead trainings
- Familiarity with West Philadelphia, specifically the Powelton, West Powelton, Belmont, and Mantua neighborhoods
- Experience and comfort working with underserved urban communities and low-income families
- Knowledge of and commitment to community organizing and empowerment
- Experience conducting qualitative research, interviews and/or focus groups
- Ability to collect, record, present information and data in an professional manner
- Demonstrate leadership ability
- Ability to work under limited supervision
- Ability to coach, mentor, and supervise others

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.

Please send resumes to resumeafel@pec-cares.org