



# People's Emergency Center

Nurturing Families, Strengthening Neighborhoods, Driving Change

## Action for Early Learning (AFEL) Family Navigator

**Department:** Early Childhood

**Classification:** Non – Exempt

**Hours:** 37.5 Hours Weekly

**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.

#### **Position Description**

Conduct ECE focused outreach, facilitate parent engagement workshops, peer-learning circles, focus groups and special events, recruit parents/guardians, participate in trainings, serve as AFEL spokesperson, and assist with program/curriculum development and implementation and administrative support. Navigators also provide mentoring to AFEL Family Ambassadors. Responsibilities include research, training, professional development, and support AFEL Alliance Day Care Centers and Promise Neighborhood designated schools.



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## **Essential Duties and Responsibilities**

Support the AFEL Manager in community outreach and partnerships. Conduct needs assessments throughout resident outreach and data collection process. Recruit participants for and conduct focus groups and interviews with resident caregivers to share information about quality pre-K programs and resources, as well as assess caregivers' perspective and rationale for their early childhood education decisions.

- Recruit families through community engagement or other outreach methods
- Conduct surveys, oversee, and maintain confidential data and assist with report preparation
- Coordinate workshops, special events, trainings and professional development events
- Build rapport with childcare centers, neighborhood schools and local institutions
- Communicate short- and long-term incentives for participation and engagement in the Early Childhood Education initiative
- Support AFEL Outreach Team as a community liaison and spokesperson
- Participate in trainings and development opportunities around ECE
- Provide administrative support for AFEL Coordinator

## **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.

## **Qualifications**

- Resident of at least one of the project areas; Mantua, Powelton, West Powelton, Saunders Park and Belmont preferred
- Extensive knowledge (first-hand or professional) of early childhood education programs for children ages 0-8
- Ability to conduct community-based research, community outreach, and resident engagement around early childhood education
- 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



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- 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 a professional manner
- Demonstrate leadership ability
- Ability to work under limited supervision

## **Required Education and Experience:**

High school diploma or equivalent.

## **Preferred Education and Experience:**

Undergraduate degree, college courses completed or Child Development Associate Credential (CDA).

## **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](mailto:resumehr@pec-cares.org).*