



PEOPLE'S EMERGENCY CENTER

Nurturing Families, Strengthening Neighborhoods, Driving Change.

Manager, Action for Early Learning

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

JOB DESCRIPTION

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.

Position Summary:

The Manager, Action for Early Learning Initiative will be a dynamic, collaborative, organized person with strong managerial, communication, and engagement skills. The successful candidate will be responsible for managing the day to day operating activities of PEC's AFEL program including developing and implementing family engagement strategies and activities and supervising a growing team of outreach and engagement workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and implement outreach and engagement strategies and activities aimed at increasing awareness of the importance of high quality ECE.
- Actively cultivate, engage, and maintain relationships with various civic associations, community groups, family service providers, and other 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.
- Recruit, hire, and supervise AFEL employees, interns, and volunteers. Ensure every AFEL team member has all of the requisite training, skill development, and support necessary to meet performance expectations.
- Work collaboratively with AFEL Drexel University Project Director, Leadership Team and Alliance Partners.
- Actively participate in all designated ECE related committees, meetings, and focus groups.
- Develop and monitor data collection and entry processes while confirming accuracy of all data captured. Ensure all data meets contractual requirements. Prepare monthly and quarterly reports. Monitor all grants and contracts to ensure all deliverables and other contractual obligations are met.
- Participate in the development of and implementation of program budget while actively monitoring program related expenses to ensure adherence to budget.

Administration & Community Development
 Rowan House
 325 North 39th Street
 Philadelphia, PA 19104
 P: 267-777-5800
 F: 267-777-5885

Employment Services, Income Supports, Digital Inclusion, & Policy
 Families First
 3939 Warren Street
 Philadelphia, PA 19104
 P: 267-777-5865
 F: 267-777-5887

Housing & Services
 Gloria's Place
 3902 Spring Garden Street
 Philadelphia, PA 19104
 P: 267-777-5868
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Email: pec@pec-cares.org
 Website: www.pec-cares.org
www.facebook.com/PeoplesEmergencyCenter
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REQUIRED EDUCATION AND EXPERIENCE

- Master's degree in Early Childhood Education; Community Engagement, or BA Social Work. MSW preferred.
- Five-plus years of progressively responsible experience, including supervision, a must.
- Experience conducting community-based research, community outreach, and resident engagement.
- Experience with grant administration and reporting.
- Experience and comfort working with underserved urban communities and low-income families.

Additional Eligibility Qualifications:

- Mission driven and self-directed with ability to work both independently and collaboratively with various constituencies.
- Knowledge and familiarity with West Philadelphia's Promise Neighborhood areas, specifically the Powelton, West Powelton, Mill Creek, Belmont, and Mantua neighborhoods.
- Extensive knowledge of Child Development and Philadelphia's Early Childhood Education system.
- Excellent time management, organizational, planning and team building skills.

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.

Send resumes to redwards@pec-cares.org

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