



PEOPLE'S EMERGENCY CENTER

Nurturing Families, Strengthening Neighborhoods, Driving Change.

Family Navigator, Action for Early Learning Initiative (AFEL)

Department:	Community & Economic Development (PEC-CDC)
Classification:	Non-exempt, Hourly- 37.5-40 hours per week
Hours:	Up to 40 hours a week
Position Period :	Duration of Funding
Reports to:	Coordinator, Action for Early Learning Initiative

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

Job 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.

Program Overview:

The project goal is to increase awareness and build support around the importance of accessibility to qualify early childhood education in the West Philadelphia Promise Neighborhoods within the 19104 zip code. The West Philadelphia AFEL Outreach team will share information about quality pre-K programs, Keystone Star 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.

Essential Duties and Responsibilities:

Support the AFEL Coordinator 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 child care 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

Qualifications for this position include:

- 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
- 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

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.

Required Education and Experience:

- High school diploma or equivalent.

Preferred Education and Experience:

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

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.

Interested applicants should send their resumes to cmishra@pec-cares.org.

