

General Position Description

The Community Engagement Specialist supports the planning, coordination and facilitation of grant-supported educational programs and projects at PAEYC, with particular focus on the projects and programs occurring within the Homewood and neighboring communities. This is a full time position that includes occasional evening and weekend hours as well as travel. The Community Engagement Specialist reports to the Director of Learning and Development, and is considered an active team member of the Quality Initiatives department within PAEYC.

This Position Reports to: Director of Learning and Development

Key Responsibilities

- Coordinate the implementation and delivery of grant-supported programming, activities and events, with a particular focus on S.T.R.E.A.M education and working with families and children, birth through age 12 years. Programming will occur at both the Homewood Early Learning Hub and the Homewood-Brushton Family Support Center.
- Coordinate and engage in community recruitment efforts in relation to both the Homewood Early Learning Hub and Homewood-Brushton Family Support Center.
- Aid in the reflection and evaluation of projects and programs. This process will work to ensure that PAEYC programs and activities operate within the policies and procedures of the organization as well as reflect the needs and interests of the community.
- Maintain collaborative relationships with community organizations, educational institutions, and other stakeholders involved in child and family programming. The Specialist may be asked to attend community meetings and events as a representative of PAEYC.
- Collaborate and work with other Early Learning Hub and Family Support Center team members as well as PAEYC staff. The Specialist will participate in team and staff meetings as well as may be asked to participate in other PAEYC projects, outside of the Homewood networks.
- Keep abreast of the requirements of the state QRIS (STARS) and early childhood systems (NAEYC, NAFCC, Head Start, NAA)

Additional Knowledge, Skills and Experience Required

- Effective organizational skills, with the ability to multi-task and pay attention to detail
- Effective listening skills; as well as the ability to ask questions whenever unclear about a concept, task, or activity
- Strong oral and written communication skills; public speaking expertise highly preferred
- The ability to connect with and build relationships with others, particularly families of young children
- Maintain confidentiality and value the notion of respect among colleagues. The Specialist will be required to abide by the *NAEYC Code of Ethical Conduct for Early Childhood Professionals*.
- Flexible and open to quick changes being made to better meet the needs of program and project audiences as well as perform other duties to support PAEYC programming, as assigned
- The ability to travel throughout the region; access to personal transportation is preferred
- Familiar with and the ability to manipulate typical organizational technology

Educational and Other Requirements

- A degree in human services, education, or related field; A Associate's degree is required, a Bachelor's degree is preferred
- Experience in community service with an emphasis related to S.T.R.E.A.M. education is required.
- Experience working with children, aged birth through 12 years and their families is required.
- Experience and/or education in successful community outreach/recruitment efforts is required.

Community Engagement Specialist

Job Description

- Current driver's license and reliable transportation
- Current clearances both state and federal

Physical Requirements

- The ability to engage in light physical demands, such as lifting up to 40 lbs.

Employment Type

This is a full time position that includes occasional evening and weekend hours as well as local travel.

Wage Range

Salary range: \$40,000 - \$45,000 plus benefits