EARLY LEARNING COALITION
OF ORANGE COUNTY

JOB DESCRIPTION

Job Title: **Baby Institute Outreach & Alumni Specialist-This is a Grant funded position**

Reports to: Baby Institute Manager

Supervises: N/A

Job Code: 272

FLSA Status: ☐ exempt ☒ non-exempt ☒ full-time ☐ part-time ☐ other

Salary Ranges Starting around $ 21.00

Position Summary:

Work collaboratively with families, contractors (adjunct instructors), volunteers and community partners to ensure program meets needs of child and supports parents/guardians in family goals. Responsible for recruiting parents into the ELCOC Baby Institute program to enhance parents in their role as their child's first teacher supporting the early learning of young children from infancy to 5 years old in Orange County. Ensures that Baby Institute goals, objectives and outcomes are met through the development and participation in program events for current participants and alumni. Duties also include coordination and implementation of parent classes and program events, researching and compiling information, generating reports and other documents using a full range of computer software, including spreadsheets, word processing and database programs. Assists in all areas of the Baby Institute Program as needed in collaboration with Baby Institute Manager. Must maintain confidentiality standards of all Coalition and Baby Institute provider's and families' information/data.

(This is a grant funded position and availability of funding does not ensure employment for any length of time.)

Essential Job Functions:

Baby Institute Program Recruitment and Retention Services:

- Develop and support a secure, caring, non-judgmental environment by establishing and maintaining effective relationship with parents to enable them to develop to their maximum potential.
- Undertake outreach work, with parents in the home and the community, to introduce them to and raise awareness of the services provided by the ELCOC Baby Institute.
- Work in a non-discriminatory, culturally sensitive manner that encourages all parents to access ELCOC Baby Institute services.
- Greets and welcomes all individuals who come into the Baby Institute organization in a courteous and professional manner.

Baby Institute Logistics Program Service:

- Assists in materials and supplies selection and pricing orders per Coalition procurement policies and procedures.
- Oversees and organizes Coalition inventory of Baby Institute program equipment and provisions.
- Ensures that ELCOC Baby Institute program operation quality internal controls are maintained.
- Research and development of event planning and implementation within budget guidelines under direction of Baby Institute Manager

Program Implementation & Support:

- Act as ambassador for the ELCOC Baby Institute promoting program goals and objectives to strengthening existing links with the community
- Facilitate appropriate information sharing between families, staff and other relevant agencies, while maintaining adherence to legislative and confidentiality standards
- Provide information about other services available to support families in the ELCOC Baby Institute program and assist parents /guardians in accessing them
- Implement knowledge of appropriate alumni programming practices (sustaining connections, further dissemination of parenting information, reinforcement and scaffolding of previous parenting skills, etc.)
- Take lead responsibility, under the direction of the Baby Institute Manager to implement aspects of the delivery plan for program services.
- Facilitate and coordinate Baby Institute Infant, Toddler and Preschool Curriculum classes
  during program cycles.
- Facilitate Individualized Engagement Sessions with parents during program cycles as required.
- Work collaboratively with colleagues to ensure parents and the wider communities are actively engaged in the development of the ELCOC Baby Institute
- Utilize knowledge of involving the stakeholders in program planning (alumni, , adjunct instructors, etc.)
- Ensure that accurate and up to date records are accurately kept and entered ELCOC data systems
- Support monitoring/evaluation needs of ELCOC Baby Institute funders through the collection and inputting of data, to support the data needs of the program as required
- Share information with colleagues and team members utilizing experience from working with Baby Institute parents
- Understand and comply with all child abuse and neglect reporting requirements per Florida statute
- Identify venues, activities, and services necessary to plan successful events. for participants
- Punctual and reliable in attendance during the work week, which will include Saturdays when Baby Institute is in session.

Administrative and Clerical Support:

- Develop and maintain all ELCOC Baby Institute program records and participants files
- Utilizes information from various sources in order to correspond, prepare reports, or provide information to Coalition and Baby Institute Manager, Chief of Family Services or Leadership.
- Assists with preparation and submittal of fiscal and program information regarding ELCOC Baby Institute and all needed documentation for meetings, as directed by Baby Institute Manager.
- Provides office support to ELCOC Baby Institute and Coalition team members, as needed.
- Performs routine clerical duties such as, word processing, filing, faxing, scanning, and copying.

(This job description may not be all-inclusive, and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by Coalition management.)

Qualifications:

- Knowledge of business English language including the meaning and spelling of words, rules of composition and grammar in order to prepare and read documents and correspondence.
- Ability to establish and maintain positive working relationships with other employees
- Ability to maintain a cooperative working relationship with a variety of constituents
- Knowledge of basic customer service techniques
- Proficient in the use of computer software (Micro Soft Office Suite). Ability to navigate the Internet
- Must possess valid Florida ID or driver's license and access to a reliable transportation to and from work
- The employee is frequently required to stand; walk, stoop, and kneel. The employee might be required to lift and or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision
- Ability to work flexible hours/schedule i.e., Saturdays or evening hours
- Ability to follow policies, procedures, and rules set by the Coalition
- Ability to solve problems and deal with a variety of variables
- Strong organizational skills and effective record management practices, attention to detail.
- Professional appearance and presentation
- Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels
- This job requires interaction with children who are birth to five years of age at coalition community and volunteer events.
- This job may require remote work. Please be advised that this is a privilege. We will provide you with your electronic equipment. You must ensure that you have a dedicated and quiet workspace. You will be responsible for your chair, desk, and access to a reliable internet/Wi-Fi service. You must provide the privacy that is needed to work with vendors/families and co-workers. You will also need to provide the address for your Telework location.

Education and Experience:

- Bachelor's Degree in Social Sciences or related degree plus minimum of 3 years of experience working with families with children under 5 years of age. An associate degree in a related field plus seven years of experience working with families with children under 5 years of age may be considered
- Experience working with outreach and/or recruitment services
- Knowledge in community resources, social service agencies
- Bilingual - Ability to communicate in the Spanish or Haitian Creole language both verbally and in writing - preferred

- Composes and types correspondence involving routine matters
- Maintains records and files in accordance with applicable statutes
- Assists in preparation of training materials for the ELCOC Baby Institute program
- Performs related duties as required
- Proficient in extensive data entry, record maintenance and administrative support duties
- Performs timely customer service functions, including responding to client's inquiries and follow-up as necessary via email, text and phone.