

## Communities of Rooted Brilliance

**Position:** Early Learning Program Coordinator

**Program:** Early Learning Program

**Reports to:** Early Learning Program Manager

**Time Commitment:** Full-time (40 hours per week)

**Compensation:** \$48,000 – \$52,000

**Benefits:** Medical, Dental, Vision, and Life Insurance. Paid vacation and sick leave, monthly cell phone stipend, mileage stipend, and professional development opportunities.

**Location:** CRB's Kent office (515 West Harrison Street, Suite 213, Kent, WA 98032). Possibility of hybrid work from office and home due to pandemic.



**Background:** Embracing traditional customs and values, Communities of Rooted Brilliance (CRB) provides newcomers with community-inspired educational opportunities that create pathways for self-determination as they weave into the fabric of their newfound home. Since 2009, CRB has provided high-quality programs that bridge refugee and immigrant communities with educational institutions and community resources to fill service gaps and increase equity. Our overarching strategy for racial equity is to listen, learn, and partner with the communities we serve. Equity is woven throughout our work in the following ways: 1) CRB was founded as an ethnic community-based organization, for and by individuals with the knowledge of language and cultural considerations of communities. 2) CRB staff has 12+ years of experience working directly with new communities and are trained on topics such as structural racism and trauma-informed practice.

**Scope of Work:** CRB's Early Learning team supports two programs: *Leadership, Early Learning and Access Program* (LEAP) and *Learn, Integrate, Network, Collaborate* (LINC). CRB is implementing LEAP in two different geographic locations: the Central District of Seattle (LEAP-Seattle), and the region of South King County (LEAP-SKC). LEAP-SKC supports immigrant and refugee families with children aged 0-5 to learn about their children's healthy development, school readiness, and the American school system, as well as how to navigate their local school district as their child's advocate. Home visitors who share a linguistic and cultural background with families deliver program content in culturally appropriate ways during home visits. LINC is CRB's response to the growing need to support our families with basic needs, education, transportation, and other areas affecting their daily lives. A LINC Cultural Navigator works directly with CRB's Early Learning families to provide information on community resources and link families to culturally and linguistically responsive services and programs when appropriate. Additionally, CRB LINC staff play an active role in a local CBO partnership group, whose purpose is to develop a coordinated system in King County for linkage and referral that serves all families well.

**Brief Description:** The Early Learning Program Coordinator (ELPC) will oversee the daily functioning of the LEAP-SKC and LINC programs. He or she will support both programs by supervising staff, overseeing data collection processes, procuring program materials, providing logistical support for program activities, and developing systems to improve program quality and efficiency. He or she will also support home visits and other contacts with clients, prepare and

submit invoices, schedule and lead meetings, participate in partnership, funder, or client meetings, research professional development for program staff and coordinate program events, among other activities. He or she will work in a supportive role to LEAP-Seattle staff and be an integral part of the day-to-day implementation of CRB's Early Learning programs operating in South King County.

### **Essential Job Functions:**

#### *General Program Support – LEAP-SKC*

- Supervise LEAP-SKC home visiting staff
  - o Conduct check-in meetings with home visiting staff on a consistent basis, keep detailed notes, and follow-up with any staff issues or requests
  - o Create materials and source information for home visiting staff when requested; respond to all home visitor requests for materials and information
  - o Organize and lead home visitor team meetings monthly
  - o Work with Program Manager to schedule and conduct home visit shadows 2x per year with each home visiting staff team member
- Create a system for toy procurement & distribution
  - o Work with Program Manager to purchase toys, books, and other program supplies for LEAP-enrolled families each month
  - o Track item procurement and distribution to each home visitor each month, including which toys go to which home visitor.
  - o Support home visiting staff to track which items go to which families
  - o Keep detailed records of program materials, including the number of items on-site, and the number and types of items needed for the next monthly distribution
- Oversee tablet distribution
  - o Log tablet IMEI numbers and track which tablets are with which families
  - o Recover tablets from graduating families and/or when they malfunction or stop working
  - o Coordinate tablet repair or replacement, when necessary
  - o Ensure a signed technology agreement form is on file for each family using a tablet
- Moderate virtual play sessions/support in-person play sessions
  - o Virtual: Ensure virtual play sessions – currently offered via Zoom platform - are smooth and enjoyable for all participants (mute, waiting room, spotlight, etc.)
  - o In-person: support venue reservation process, preparation of items or activities, set-up, execution, and clean-up
  - o Complete Play Session Reflection
- Support recruitment, hiring and onboarding of any new ELP staff, when appropriate
- Communicate training information with home visiting staff
- Provide logistical support during Early Learning Program (ELP) training sessions
  - o Purchase food and refreshments; support planning and day-of logistics
  - o Support research and creation of informational resources for home visiting team
- Support program events
  - o Participate in planning activities; help to delegate responsibilities to ELP team

- o Create flyers and other promotional materials (coordinate language translation when necessary)
- o Work with ELP team to conduct outreach
- o Support preparation activities, such as procuring items needed for event
- o Coordinate and purchase food and refreshments for events
- o Help with set-up, execution and clean-up of events

#### *General Program Support – LINC*

- Support LINC staff
  - o Participate in monthly LINC staff meetings; follow-up on LINC staff requests for support, when appropriate
  - o Support Cultural Navigator with direct support to clients, when necessary
  - o Support Community Partnership Coordinator with asset mapping work
- Attend monthly CBO Partnership meetings
  - o Support Cultural Navigators (CNs) to prepare materials or information for CBO partnership activities, when necessary
  - o Work with LINC staff to ensure all partnership-related tasks are completed in a timely manner
- Support LINC events
  - o Moderate Zoom meetings
  - o Schedule interpretation and prepare invoices for interpreters
  - o Secure space for events; purchase food/refreshments, and other needed materials
  - o Take attendance

#### *Administrative Tasks*

- Develop, update, organize, scan and file all program paperwork
- Develop an organized system for storing important program files
- Prepare and process invoices for LEAP and LINC
- Prepare and process receipt reimbursements for LEAP and LINC team, when necessary
- Prepare mileage reimbursements and any needed supporting documentation (for ex, maps)
- Manage an ELP Program Calendar
- Research professional development opportunities for ELP staff

#### *Program Tracking and Evaluation*

- Develop a system for checking LEAP & LINC data quality monthly
  - o Ensure all program data is accurate and up to date at the end of each month
- Enter LEAP and LINC program event attendance into Apricot as needed
- Check program enrollment with ELP staff monthly to ensure caseloads are accurate

#### *Organizational Tasks and Responsibilities*

- Support other CRB-wide and ELP events
- Attend weekly CRB staff meetings and trainings

- Other duties, as necessary

## **Qualifications**

### *Education:*

- Bachelor's degree in education, social work, human services, international studies, or a related field.

### *Experience:*

- Minimum two years' experience coordinating programs or projects required.
- Experience supervising and supporting staff preferred.
- Intermediate knowledge of Microsoft Office Suite and experience with database management software (Apricot preferred).
- Prior experience working with immigrant or refugee communities strongly preferred.
- Demonstrated experience managing projects independently, with a high level of detail

### *Knowledge, skills, and dispositions:*

- The ability to stay organized, multi-task, and pay attention to details is vital to this role; candidates must have exceptional organizational skills.
- Friendly and outgoing personality.
- A team player; must be willing to make room to assist others on the team when requested.
- Comfort working with refugees and immigrants from a variety of backgrounds.
- Enthusiastic about education and interested in refugee and immigrant issues.
- Strong verbal and communication skills. Demonstrated ability to communicate and work well with many diverse stakeholders.
- Demonstrated ability to collaborate on a team.
- Exhibited ability to work effectively on projects with goals and deadlines.
- Must be responsible and accountable.
- Must be self-motivated and able to work independently.
- Bilingual in Arabic, Dari, French, Cantonese, Mandarin, Oromo, Somali, Spanish, Swahili or Tigrinya strongly desired.
- *Must have some evening and weekend availability.*
- *Must have reliable transportation.*

***CRB requires all staff and volunteers to be fully vaccinated and provide proof of vaccination for Covid-19.***

***New employees must meet this requirement before starting their positions. We serve vulnerable communities, and we feel that it is our responsibility to protect the communities we cherish as well as ourselves from harm. All safety protocols must be followed while in CRB offices, worksites, community events, or clients' homes.***

**To apply for the position, send your resume and cover letter to [kgabele@rootedbrilliance.org](mailto:kgabele@rootedbrilliance.org). Applicants must pass a background check.**