

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: \$52,000 – \$58,240

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

Location: CRB's Kent and Seattle offices

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 14+ 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 home visiting programs that supports immigrant and refugee families with children aged 0-5 and pregnant mothers 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. We use a culturally and linguistically matched service model. We also have a robust Universal Developmental Screening conversation cohorts where Parent Champions lead parents on cultural beliefs of children's development and local resources available for screening. Additionally, the EL staff play an active role in local CBO partnership groups to work cohesively with partners and stay current on relevant opportunities.

Brief Description: The Early Learning Program Coordinator (ELPC) will support the day-to-day coordination of the Early Learning programs. The ELPC will supervise staff, oversee data collection processes, procure program materials, provide logistical support for program activities, and develop systems to improve program quality and efficiency. The ELPC 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, and coordinate program events, among other activities. You will work in a supportive role to Early Learning Program staff and be an integral part of the day-to-day implementation of CRB's Early Learning programs operating in Seattle and South King County.

Essential Job Functions:

- Supervise home visiting staff:
 - Conduct check-in meetings with home visitors on a consistent basis, keep detailed notes, and follow-up with any staff issues or requests.
 - Fulfill requests for information or create materials for home visitors.
 - Conduct home visit shadows two times per year with each home visitor.
 - Organize and lead monthly ELP team meetings

- Align & optimize systems for toy procurement & distribution:
 - Work with Program Manager to inventory and purchase toys, books, and other program supplies for enrolled families each month.
 - Oversee tracking of item procurement and distribution to each home visitor & recipient each month.
 - Maintain detailed records of program materials
- Oversee program data:
 - Ensure all enrolled families have the appropriate paperwork on file
 - Use CRB's data management system, Apricot, to track program activities
 - Ensure Apricot data is accurate and up to date
 - Support home visiting staff with data entry, when necessary
- Coordinate & moderate virtual & in-person play sessions:
 - Virtual: moderate virtual play sessions (mute, manage waiting room, spotlight, etc.)
 - In-person: support venue reservation process, preparation of items or activities, set-up, execution, and clean-up
 - Take attendance records and enter data into Apricot
 - 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:
 - Purchase food and refreshments; support planning and day-of logistics.
 - Support research and creation of informational resources for home visiting team.
- Manage EL schedules and calendars
 - Ensure all EL events are recorded on the CRB Early Learning Program calendar & include detailed information
 - Ensure Early Learning Program calendar event invitations are communicated appropriately
 - Schedule events for families and community professionals
- Manage Early Learning Program social media
 - Coordinate recurring monthly timeline for receipt of content, post creation, & post scheduling
 - Request photos & context from EL staff after events, ensuring photographed individuals have a signed media release on file with CRB
 - Create & schedule posts on CRB's social media pages via Meta Business Suite
 - Maintain records of posted content
- Support program events
 - Participate in planning activities; help to delegate responsibilities to ELP team.
 - Create flyers and other promotional materials (coordinate language translation when necessary) and work with team to conduct outreach.
 - Help with set-up, execution and clean-up of events.
- Establish & maintain relationships with community partners
 - Schedule, attend and/or lead meetings
 - Respond to partner requests for information
 - Support outreach; attend meetings with other stakeholders
 - Participate in neighborhood-wide activities, advocacy work and discussion groups

Administration, Evaluation, and other Tasks and Responsibilities

- Develop, update, organize, scan and file all program paperwork.
- Align & optimize home visitor timesheet, mileage reimbursement, & mileage mapping submission & review processes
- Prepare and process invoices and receipt and mileage reimbursements for home visit staff.

- Research professional development opportunities for ELP staff
- Ensure all program data is accurate and up to date at the end of each month.
- Enter program event attendance into Apricot as needed.
- Check program enrollment with ELP staff monthly to ensure caseloads are accurate.
- Support other CRB-wide and ELP events.
- Attend bi-weekly CRB staff meetings and training
- Other duties, as assigned.

Qualifications

Education:

- Bachelor's degree in education, social work, human services, international studies, or a related field, or minimum two years of equivalent work experience.

Experience:

- Minimum two years' experience coordinating programs or projects required.
- Experience supervising and supporting staff.
- 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.
- 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. We serve vulnerable communities, and we feel that it is our responsibility to protect the communities we cherish as well as ourselves from harm.

To apply for the position, send your resume and cover letter to monahan@rootedbrilliance.org. Applicants must pass a background check.