



Job Title: Spanish Bi-Lingual Community Engagement Coordinator
FLSA Status: Full Time Hourly, Non-Exempt
Reports to: Director of Quality Initiatives
Salary Range: \$38,000-\$48,000 Annual Full Time Equivalent

Denver's Early Childhood Council

Mission- Denver's Early Childhood Council elevates the early childhood field through innovative and inclusive leadership, services, and solutions.

Vision- Denver is a community where the diverse needs of all young children and their families are supported. Please visit us at www.DenverEarlyChildhood.org to learn more about our work. Our team culture and shared values are centered on being supportive, adaptable, and providing opportunities for professional growth both internally and for the early childhood professionals we serve.

Job Summary

The Community Engagement Coordinator works closely with the Career Pathways Team to support the outreach and development of training and additional programming that supports a diverse community of early childhood workers. The Community Engagement Coordinator's primary role is to support individuals who provide care for children in formal and informal care settings across Denver, with a focus on promoting various career pathways including pre-licensing training and other professional development/funding resources to increase the quality of care and advancement opportunities. This position also works closely with the Quality Initiatives team supporting the Early Head Start Child Care Partnership efforts by assisting with enrollment, outreach and engagement of Early Head Start families. Additionally, the Community Engagement Coordinator will work on supporting the Maternal, Infant and Early Childhood Home Visiting Program.

Knowledge, Skills, and Abilities

Required:

- Fluent in Spanish (reading, writing, and speaking)
- Demonstrated cultural competency
- Able to effectively prioritize tasks
- Well organized and strong attention to detail
- Ability to perform tasks in a general office environment
- Excellent writing skills with ability to proofread for grammar, spelling and punctuation
- Excellent client engagement with strong focus on customer service
- Working knowledge of Microsoft Office Suite with special emphasis on Excel and Word
- Effective problem-solving skills, including demonstrated skills in successful conflict resolution
- Ability to work effectively on an independent basis and as part of a team
- Ability to work within a typical work-week schedule with flexible hours for some evening and weekend training events. Use of personal vehicle is required.
- Ability to maintain strict confidentiality for work matters

Denver's Early Childhood Council is an equal opportunity employer.

We do not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. **All qualified candidates are encouraged to apply.**

- Bachelor's degree in a related early childhood/human development field or Family Development Credential. Progress towards completion of a relevant degree from an accredited higher education institution or willingness to complete a Family Development Credential (with financial assistance provided) within 18 months of hire will also be acceptable.

Strongly Preferred:

- Experience working within the Southwest Denver and/or Globeville/Elyria Swansea communities
- Experience with the early childhood profession and Colorado Shines
- Aptitude and comfort level working with data management systems and technology

Duties & Job Functions

- Maintain a solid understanding of the Colorado Child Care Licensing process and Early Childhood Teacher qualifications
- Provide onsite, phone, and email technical assistance in Spanish and English to prospective and current early childhood professionals interested in learning more about Career Pathways program offerings and the state Professional Development Information System
- Assisting with special events planning and other activities related to the Career Pathways Team and other related community events
- Maintaining relationships with early care and education partners to support a cohesive system that individuals can navigate
- Developing culturally competent programming related to early childhood development, health and safety and business/leadership development to support caregivers in career goals
- Identifying and engaging in outreach to individuals who provide care for young children to seek licensure and participate in Early Head Start programming
- Identifying and engaging in outreach to individuals who provide care for young children to seek licensure and participate in the Work Force program
- Supporting individuals with technical assistance in Spanish and English as needed, including activities such as training registration, support with the licensing process and career planning
- Coordinate with Career Pathways Team to provide professional development offerings with an emphasis on providing culturally responsive trainings, technical assistance and career pathways resources to caregivers in the community as well as potential new Denver Preschool Program and existing Spanish-speaking providers
- Contribute to big picture planning of workforce development under the Career Pathways program area
- Supporting team members by contributing to regular data reports and maintaining data integrity within tracking forms, spreadsheets and databases
- Entering and maintaining information in various data platforms for internal and external reporting
- Assisting Early Head Start families with program enrollment, application and goal setting
- Assisting Early Head Start Child Care Partnership Programs with enrollment, attendance, trainings and parent meetings
- Attending training as necessary to coordinate activities, such as Early Head Start quality assurance data collection, provider services and marketing, group facilitation, and community engagement
- Participating in community meetings and related activities on behalf of the Council
- Translating documents and other communication materials for Career Pathways, and occasionally, other teams at the Council
- Assisting with other Council duties as needed

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Employer paid health, dental, vision, life, STD/LTD insurance, flexible spending accounts, paid time off, and a Simple IRA retirement plan with 2% employer contribution.

Application Process

Qualified candidates should submit resume and three references to resumes@denverearlychildhood.org.

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