JOB DESCRIPTION

POSITION TITLE: Recruitment and Outreach Specialist (EHS-Child Care Partnership)

DEPARTMENT: Early Childhood Services

LOCATION(S): Brooklyn

REPORTS TO: EHS-CCP Director

SALARY RANGE: $45,000 - $50,000 (Excellent benefits including medical, dental, vision, 401K plan, and paid vacation days)

DATE: January 2023

SCHEDULE: Monday-Friday, 8 am-4 pm, or 9 am-5 pm. Schedule may vary due to program needs.

JOB SUMMARY:
The Recruitment and Outreach/FCC Specialist will work closely with the Director and the Family Services Coordinator in maintaining full enrollment at Early Head Start Child Care Partnership (EHS-CCP) and Partner sites in the Early Head Start/Head Start Expansion grant. This includes maintaining a waitlist of interested center based and/or family child care partners, and assisting individuals in the application process to become licensed Family Child Care Providers. The position will involve frequent travel throughout Brooklyn and Manhattan, participation in outreach events and will require occasional evening and weekend hours as necessary (80% field work, 20% planning/record keeping/training). Additionally, they will work with the Early Childhood Team to develop community linkages with agencies that provide an array of services to families with a special focus on economic mobility, health and wellbeing, and career counseling.

EDUCATION, EXPERIENCE AND REQUIREMENTS:
• Bachelor's Degree in Human Services
• Prior work related experience a plus A minimum of 1 year work related experience
• Proficiency in Microsoft Word & Excel, knowledge of web based data system
• Prior experience with & knowledge of Head Start Performance Standards
• Excellent communication (oral and written) & interpersonal relationship skills; ability to work effectively as a member of the leadership team
• Experience establishing and maintaining collaborative relationships with Community Stakeholders, Child Care Partners, and others; Ability to communicate and provide presentations to large and small groups
• Experience working with low-income families & persons from diverse cultural backgrounds
• Working knowledge of local community based agencies and resources.
• Available to work evening and weekend hours when necessary
• Bilingual English/Spanish
• Flexibility in travelling throughout Brooklyn and Manhattan

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Community Outreach and Recruitment

• Utilize program data sources (i.e., Community Assessment, Community data and events, social services agencies) to develop and implement annual outreach plan and ensure funded enrollment at all Partner sites
• Coordinate year-round recruitment activities to recruit eligible families with children ages birth-3. Activities will include: door-to-door, agency and community outreach, and distribution of materials as assigned, utilizing social media, community canvassing, open houses and other related community functions.
● Create and maintain waitlist of families eligible for Early Head Start/Head Start services
● Respond to inquiries from parents seeking childcare services
● Maintain and cultivate relationships with Community and Child Care Partners
● Assist Partner leaders in maintaining funded enrollment level and waiting list which includes assistance in filling vacancies and analyze enrollment data.
● Maintain communication with Family Services Team to adhere to Head Start ERSEA Performance Standards
● Remain current in different types of categories of child care and basic child care regulations.
● Assist families in completing application and other enrollment documents
● Prepare, maintain and share reports on recruitment activities and enrollment data
● Other tasks as assigned

**FCC Trainer**

● Recruit viable potential partners interested in obtaining Family Child Care license and becoming Family Child Care Providers
● Assist individuals throughout the application process
● Create and maintain resource database for Providers
● Attend trainings and related meetings to increase knowledge of Family Child Care regulations, licensing requirements and process and promote EHS-CCP.

**PRE-EMPLOYMENT REQUIREMENTS:**

● Successfully clear; NYS DOI Fingerprint Screening, NYS Central Registry Clearance, Sex Offender Registry Clearance, 3 reference checks, physical examination with updated TB test, Tdap, MMR, varicella (fees may apply)
● Meet all employee health requirements in Article 47 (DOHMH) and Head Start performance standards
● Mandated Reporter training certificate (every 2 years) and comply with agency's policy and procedure regarding identification and reporting of child abuse and neglect

**EQUAL OPPORTUNITY EMPLOYER (EOE)**

**HOW TO APPLY:**
Please submit a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position you are applying for. If selected, we ask that you also provide us with three (3) professional references that we can contact (at least one (1) professional reference should be from a former supervisor). Please click on the link provided below, or use the link in a search bar and apply online through our career center.


No phone calls, please.

*Please be advised that job offers can only be made once your clearances come through!*