United Way of Western CT
Job Description Form

Early Childhood Coordinator

United Way of Western CT is seeking a candidate to fill the position of Early Childhood Coordinator. This is a part-time position- 19 hours per week, based in our Danbury, CT office.

Join a growing organization focused on community change, partnerships, and improving lives in the areas of Education, Financial Stability and Health. United Way of Western Connecticut (UWWC) offices are located in Stamford, Danbury and New Milford. Organization offers excellent benefits package and is an equal opportunity employer. Individuals of diverse racial, ethnic, gender and cultural backgrounds along with bilingual candidates are strongly encouraged to apply.

1. Position Summary
The Early Childhood Coordinator is responsible for the community outreach and leading all family engagement activities and programs. This position coordinates and supports the management of United Way’s Early Childhood Initiatives and reports to the Early Childhood Initiative Manager.

For consideration please forward cover letter and resume to elizabeth.quinonez@uwwesternct.org

2. Essential Functions

- Plan and lead community outreach efforts and parent engagement activities, such as Community Messengers, Abriendo Puertas, Community Cafes, Mind in the Making and other outreach events and activities.

- Perform translations and interpretations as needed (primarily English to Spanish).

- Assist with special projects, such as, develop a social media presence through the use of Facebook for the network of messengers and parent, and FCCHP network.

- Assist in meeting planning, setting meeting agendas, preparing and copying documents for meetings, taking meeting minutes, and coordinating facilities and refreshments.

- Participate in active data collection to ensure accountability to funders and to report community-wide data on young children.

- Plan, organize, and lead the Community Messenger program, including the training program and bi-monthly meetings, oversight of tracking app, keeping up to date on local resources and maintaining active roster of messengers.

- Follow up and coordinate monthly meetings with parent liaisons.

3. Required Experience and Education

- High School Diploma

- Bilingual English/Spanish strongly preferred.

- Ability to translate written English to Spanish strongly preferred.

- Computer skills, including knowledge of Microsoft Word, Outlook, and Excel.
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- Good written and oral communication skills.
- Ability to work with people from a variety of backgrounds, particularly parents.
- This is a part-time position (19 hours per week), somewhat flexible schedule. Some evening and weekends required.

*Statements in this Job Description are intended to describe the general nature of work being performed. They are not intended to be a complete list of all responsibilities, duties and skills required for the position.*