JOB DESCRIPTION

POSITION: Parent Education Coordinator I
DEPARTMENT: 544 Programs: Parent Education
REPORTS TO: Early Childhood Program Director
Wage & Hour Status: Exempt / Full-time
Pay Grade: 130 Coordinator I
Hiring Range: $43,712 – $48,083.20

PURPOSE: Initiates, coordinates, and provides full support to the Early Learning Coalition of Marion County (Coalition) parenting programs.

DUTIES AND RESPONSIBILITIES:
- Oversees The Incredible Years (IY) parenting program and other parenting programs as developed.
- Oversees the Coalition’s family health and safety support initiatives, including diaper bank, car and booster seats, and safe sleep resources.
- Creates strategic plans related to recruitment and enrollment in parenting programs.
- Makes recommendations for expansion and new program implementation.
- Assures each program follows its specific program guidelines and maintains model fidelity.
- Works with community partners in identifying and enrolling eligible children and families.
- Supports all evaluative tasks, including tracking outcomes and outputs as required by the Coalition and program funders.
- Ensures cross referrals occur internally with other Coalition programs.
- Participates in projects and activities of mutual concern to the Coalition and other community partners.
- Assures collaboration between partnering agencies.
- Collaborates with Programs team to establish and reach parenting program goals.
- Assists Community Relations Director with formulating outreach plans to promote parenting programs and initiatives.
- Adheres to program budget(s) and purchasing policies.
- Supervises volunteers assisting with parenting programs and health and safety initiatives.
- Assists with preparation of materials for trainings, workshops, events, and meetings.
- Provides presentations and trainings regarding the parenting education efforts of the Coalition.
- Assists with identifying potential funding sources to expand parenting programs and initiatives.
- Serves as back-up to front desk staff.
- Attends scheduled conference calls, webinars, and trainings, as necessary.
- Attends and assists with community events outside regularly scheduled operating hours of the Coalition, including evenings and weekends.
- Other duties as assigned by management staff.
MINIMUM QUALIFICATIONS:
Education and Experience:
• Bachelor’s degree in early childhood education, Child Development, Psychology, Sociology, or related field.
• One-year leading adult trainings and conducting presentations.

Knowledge, Skills, and Abilities:
• Proficient with Microsoft Office Programs (with emphasis on Outlook, Word, and Excel).
• Proficient with web-based applications.
• High degree of integrity and honesty.
• Excellent interpersonal skills as well as the ability to interact with all levels of management.
• Works and communicates with people from multi-cultural backgrounds and socio-economic levels.
• Creative and energetic self-starter who is organized and able to prioritize and meet deadlines.
• Strong knowledge of and passion for early childhood and family strength-building.
• Knowledge of evidenced-based/evidenced-informed programing.
• Works independently with minimal supervision in a fast-paced environment.
• Excellent communication skills, both written and oral.
• Strong attention to detail.
• Public speaking skills.
• Provide own reliable transportation to travel throughout Marion County.

PREFERRED QUALIFICATIONS:
Education and Experience:
• Bachelor’s degree in any of the above listed fields.
• Three years’ teaching experience at the pre-kindergarten/primary level or family support services experience.
• Ability to speak, interpret, and translate Spanish.
• Evidenced-based parent training experience.
• Certification in The Incredible Years or similar evidence-based parenting program.
• Knowledge of Marion County early education and child care industry.
• Three years’ collecting, analyzing, and presenting data to guide program decision-making.
• Advanced computer literacy, including knowledge of spreadsheet and database software.

Requirements:
• Ability to stand; walk; sit for extensive periods of time; use hands and fingers to operate a computer and telephone keyboard and calculator; reach with hands and arms; and stoop, kneel or crouch. In addition, the employee will occasionally lift and/or move up to 50 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• Must submit to and pass a level 2 background screening and E-Verify requirements.
• Requires a valid Florida Driver’s License, good driving record, and automobile insurance.
• Submit and pass a drug screening.
• Telecommute eligible, if applicable for portions of position.
• Ability to work flexible hours/schedule, as needed.
Work Environment:
Works primarily in an office environment.

Approximate travel: 30%

THIS JOB DESCRIPTION includes, but is not limited to, the above information. This document does not create an employment contract, implied or otherwise, other than an “at-will” employment relationship. I have read the job description and have been given an opportunity to ask questions and offer suggestions. I understand that I am responsible for the duties listed and that my performance of said duties will be included in my performance evaluation.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Coalition.

__________________________________________  _________________________
Name                                           Date