



## Family Engagement Specialist

Action for Children, Central Ohio's Child Care Resource and Referral agency, is seeking an individual to join its Family and Community Engagement team. Drawing on knowledge of early childhood education, you will provide information, resources and referrals for customers seeking quality early learning opportunities. Qualified candidates will be able to assess customer needs and utilize a database system and community resources to meet each client's needs and provide information in-person, via telephone or email. Ability to learn and manipulate a database system will ensure information is consistent and updated to track progress on program goals. Working with other members of the team, you will conduct and attend community outreach events to spread awareness of program services.

### **REQUIREMENTS – Successful candidates will have:**

- Bachelor's Degree in Early Childhood, Human Development & Family Studies, Human Ecology, or a related field
- Exposure to the early care and education field
- Proficiency with technology and experience with Microsoft Office Suite
- Previous experience working with electronic data management/database systems such as NACCRRAware
- Ability to work with families of various backgrounds and cultures
- Working knowledge of local and state community resources
- Expertise in customer service
- Research and conduct community outreach to share all aspects of AFC's work

We seek a self-starter who is creative, flexible and has earned a reputation as a team player. You will have demonstrated strong skills in written and verbal communication, building rapport, analysis and problem-solving. You must be committed to the success of the program and the team, dedicating the time necessary for team meetings and agency events. This is a full time position, requiring occasional evening and weekend hours for special events.

### **HOW TO APPLY**

Interested individuals should send a resume and cover letter outlining how they meet the specific requirements of the position to Human Resources, Action for Children, 78 Jefferson Ave., Columbus, OH 43215 or [jobs@actionforchildren.org](mailto:jobs@actionforchildren.org). No phone calls please. Action for Children is an equal opportunity employer.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note, the selected candidate will be required to submit to our background and reference checking process.