



## **Family Engagement Specialist – Part time**

Action for Children, central Ohio's Child Care Resource and Referral agency, is seeking an individual to join its Family and Community Engagement team for 20 hours per week. Drawing on your knowledge of early childhood care and education, you will assess customer needs and provide information and referrals through interactions that take place in-person, via telephone or email. You will ensure that the database system is consistently updated and use it to track progress on program goals. Working with other members of the team, you will conduct community outreach to spread awareness of program services.

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

- Bachelor's Degree or equivalent experience 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

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 part time position, at twenty hours per week, 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.