



## Early Learning Coalition of Broward County, Inc.

### JOB DESCRIPTION

**Position:** Family Engagement Specialist

**Reports to:** Inclusion Manager

**FLSA Status:** Exempt

**Position Status:** Full Time

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**JOB SUMMARY:** This position is primarily responsible for the coordination and implementation of family engagement activities and mental health supports at/in partnership at Broward county child care and family home care providers. This position represents the Coalition by acting as the liaison between child care providers, families and community partners. The individual in this position plans, coordinates and manages a variety of activities to ensure that providers and parents have access and support in educating children and build a sense of community. This position requires an individual who can work independently, has excellent time management, organizational skills, demonstrated attention to detail, and is able to handle sensitive and confidential information in a professional manner.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (This description reflects the major duties and responsibility of the job, the employee is expected to perform these and other job related duties as may be required. Additions, deletions or changes may be made to this description at any time without prior notice.)

- Designs and facilitates small and large group family in-person and/or virtual workshops/activities in coordination with Broward county child care and family home providers

- Works with families and child care providers to understand developmentally appropriate expectations
- Helps families and child care providers to understand the importance of developmental screenings such as the ASQ
- Conducts virtual events for families such as story times and video messaging
- Conducts in person and virtual trainings on topics such as but not limited to Infant Mental Health, Trauma Informed Care, and/or Family Engagement
- Acts as a connector for families for ELC resources
- Is a liaison for ELC identified family initiatives for example, storytime, DOC Preschool and Anytime is 3T's Time.
- Supports and assists with program-wide events and site-based family activity nights at Broward providers and at ELC
- Recruits speakers and provides resources for provider and family events
- Works in coordination with other staff, including Inclusion Specialists and Quality and Education Coaching Specialists, to ensure schools are connected to and receiving additional resources and support.
- Ability to work collaboratively with diverse populations
- Ability to work independently and organize activities essential to the position
- Must be willing to work flexible hours, including evening and weekend hours, when necessary
- Ability to drive to multiple sites such as child care centers, family home care centers, etc...throughout Broward County
- Assist in creating reports based on data collection
- Perform other duties as required.

**COMPETENCIES:**

- Organizational skills
- Problem Solving skills

- Attention to detail
- Ability to build strong relationships with early educators
- Team Player
- Patience
- Collaboration and communication
- Strong writing skills

#### **SUPERVISORY RESPONSIBILITIES:**

- None

#### **WORK ENVIRONMENT:**

- This position operates part of the time in a professional office environment.
- This position also spends time in classrooms in child care and family home centers.
- This role uses commonly used applications that include: Advance computer skills with knowledge of Microsoft Word, Excel, PowerPoint Presentations, E-mail, and current state data systems.

#### **PHYSICAL DEMANDS:**

- While performing the duties of this position, the employee is regularly required to talk and hear. The employee frequently is required to use hands and fingers to operate and handle keyboards and other office equipment.
- Ability to operate a motor vehicle
- Able to sit for extended periods of time
- Regularly required to walk and reach with hands and arms
- Required corrected vision and hearing to normal range
- Ability to sit on the floor and get up to a standing position.

#### **POSITION TYPE AND EXPECTED HOURS OF WORK:**

- This is a full-time position.
- The office hours of work are typically Monday through Friday, 8:30 am- 5 pm.
- This position may work nights, weekends and holidays.
- This position may sometimes work longer hours.

#### **REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelor's degree (B.A.) in Early Childhood Education, Family Therapy, special education or related field from an accredited four-year College or University.
- 4+ years related experience and/or training or equivalent combination of

education and experience.

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**Preferred Education and Experience**

- Experience in an early childhood setting

**TRAVEL:**

- This position may require travel within and out of state to attend conferences and trainings. If attending a training or conference, the position is expected to share what was learned with manager and team members.

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**OTHER REQUIREMENTS:**

Employment in this position is contingent upon obtaining and maintaining satisfactory:

- Verification of Required Education and/or Credentials
- Proof of valid driver's license
- Proof of auto insurance
- Level II background check
- Drug screen
- E-verify

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**ADDITIONAL REQUIREMENTS:**

**Background Checks**

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Employment in this position is contingent upon obtaining and maintaining satisfactory:

- Level II background check
- Drug test
- E-verify
- Educational verification

**REASONABLE ACCOMMODATION WILL BE MADE FOR OTHERWISE QUALIFIED INDIVIDUAL WITH A DISABILITY.**

