

JOB POSTING

Position Title: Early Childhood Development Coordinator

Department: Youth

Location: West Rogers Park

Job Type: Full-time

Job Function

- Complete preschool applications and enrollments
- Assist parents with locating accessible and affordable childcare
- Complete Action for Children applications to secure childcare subsidies for families
- Accompany parents to childcare and preschool centers to complete registrations
- Coordinate screenings and assessments for Early Intervention needs
- Act as liaison between childcare centers and preschools for refugee youth and families to ensure successful adjustment and support as needed
- Provide assistance to the Childcare Specialist to provide childcare for parents attending English and Sewing classes at RefugeeOne
- Comply with monthly data entry and reporting requirements

Requirements

- Bachelor's degree and minimum of 2 years' experience working with children
- Preferred: Fluency in Pashto, Dari, Arabic, Rohingya, Swahili, or Kinyarwanda
- Must have daily access to a vehicle with a driver's license and insurance
- Knowledge of and experience with the U.S. school system and childcare
- Strong organizational skills and ability to multi-task
- Highly motivated, flexible, and enthusiastic
- Excellent communication and advocacy skills
- Experience working with individuals and groups from diverse ethnic and cultural backgrounds
- Covid-19 Vaccination required

Excellent benefits package offered with full-time employment.

To apply, send resume and cover letter to Alexis Wardius at awardius@refugeeone.org

NO PHONE CALLS PLEASE