



**Job Title:** Early Childhood Program Coordinator  
**FLSA Status:** Full Time, Exempt  
**Reports to:** Program Manager

The Center for African American Health is a community-based nonprofit organization dedicated to improving the health and well-being of African Americans. The Center works toward health equity for the underserved African American community by offering culturally competent health education and outreach that empowers community members to overcome the root causes of health problems, maximize their own individual health and access health and support services.

As a new Family Resource Center, The Center for African American Health is building upon existing partnerships and creating new collaborations to begin to address the needs of children, youth and families. We are looking for detail-oriented and organized team members who excel in fast-paced nonprofit environments, are interested in working to promote community health through inquiry, innovation and impact and in joining a well-respected, high-impact organization with a rich history of community service.

Under the supervision of the Program Manager, the Early Childhood Program Coordinator is responsible for sustaining high-quality early childhood programs that support the healthy development of children and families, support basic human resource needs navigation, and community engagement.

#### **Primary Roles and Responsibilities**

- Develops and maintains knowledge of best practices in fields of early childhood education, health, and social emotional development birth to age 8 and disseminates such knowledge by providing ongoing quality assistance to parents, families, and caregivers
- Plan and implement Strengthening Families programs for children birth to age five
- Plan and implement Fatherhood Programs to support Black and African American Fathers
- Partner with families to make progress on families' goals and work to strengthen the families' connections to social services, supportive relationships with the local community
- Conduct home visits: co-facilitate case management with assigned direct service teams; and communicate with parents on a regular basis
- Provide safe, accessible resource support for families to connect with comprehensive, coordinated services that help them strengthen their families and become more self-reliant
- Deliver evidence-based programming, and child-enrichment activities, in accordance with best practice in healthy child development, incorporating CAA Health's mission, values, and core program elements, with respect for community assets and family needs
- Maintain positive relationships with parents through regular contact. Develop opportunities for parent involvement and organize, and implement ongoing opportunities for parent involvement
- Participates in community boards, councils, advisory groups, representing the organization
- Work with contract program facilitators

- Collaborate with CAA Health Navigator Staff to ensure the delivery of social services, emergency, and non-emergency services, directly or through referrals
- Ensures absolute confidentiality with respect to information records concerning families and children
- Submits accurate, prompt reports as requested by Program Manager
- Monitor and evaluate early childhood programs, including efficient and accurate management of participant data
- Collaborate with internal departments and outside agencies to obtain data that is pertinent to the overall success of health education/promotion programs and community resources
- Document activities and record information, such as the number of participants attending and completing programs, presentations conducted, and persons assisted
- Design and conduct program evaluations to assess the quality and performance of community navigation resources and program partner efficacy

### **Requirements/Qualifications**

- Bachelor's degree in Early Childhood Education, Child Development, or related field (with Strengthening Families Training Facilitation or Parent Education Training background)
- Master's degree preferred
- Knowledge and experience in working with early childhood health, mental health and child welfare agencies and services
- Strong assessment and engagement skills with children and families
- Ability to develop and implement child and family-based program activities
- Ability to maintain accurate and confidential client/service information and prepare internal and external reports as required
- Excellent communication, organizational and time management skills
- Ability to work both autonomously and collaboratively with a team in a fast-paced environment
- Initiative and capacity to respond effectively in stressful/crisis situations and multi-task
- Experience with community networking and resource building
- Willingness to be flexible with work schedule/some evenings and weekends required
- Excellent public speaking and presentation skills
- Strong writing skills, and ability to convey information in a clear, and concise manner
- Demonstrated leadership experience working with families, coordinating events, and leading groups
- Demonstrated ability to work with persons and groups of diverse racial, ethnic, and economic backgrounds.
- Ability to connect with diverse communities and forge strong relationships
- Strong computer skills, familiarity with Microsoft Office 2016, Word, Excel, Outlook, PowerPoint,
- Demonstrated ability to organize, set and implement priorities, manage multiple tasks with attention to detail
- Ability to analyze problems and find solutions which support and enable sound decision-making
- Ability to perform several tasks concurrently, time management and organizational skills
- Ability to organize and maintain detailed records; complete necessary paperwork, reports and meet deadlines
- Personal qualities of integrity, credibility, and dedication to the mission of The Center

### **Salary Range**

**\$45,000 - \$50,000**

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**How to Apply**

Qualified candidates are encouraged to apply. Please submit a cover letter, resume and writing sample to the following email address and include Early Childhood Program Coordinator in the subject line: [careers@caahealth.org](mailto:careers@caahealth.org). No phone calls please. All applications must be submitted electronically – none will be accepted in person. More information about The Center for African American Health can be found on our website at [www.caahealth.org](http://www.caahealth.org)

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**The Center for African American Health is an equal opportunity employer.** We do not discriminate on the basis of race, color, religion (creed), gender or gender expression, age, national origin (ancestry), disability, marital status, military status or sexual orientation in any of our activities or operations.