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Intergenerational Learning and Cross-Cultural Connections
MANOS Dual Language Early Childhood Education Program & VESEB Adult Learning Program
2363 James Street, Suite 105, Syracuse, New York 13206
(315) 667-3011 www.partnerscnv.org info@partnerscnv.org

JOB OPENING – Early Childhood Education Career Coach

Interested and qualified candidates should submit a cover letter and resume to:

Chad W. Underwood

Email: director@partnerscnv.org

Postal Mail: 2363 James Street, Suite 105, Syracuse, NY 13206

Program: Diversity in Early Education & Care (DEEC)

Location: West Side Learning Center – 422 Gifford Street, Syracuse, NY 13204

Position: **Early Childhood Education Career Coach**

Pay: \$20.00 – 24.00 depending on qualifications and experience

Benefits: 26 paid holidays, 8 paid sick / personal days, dental insurance, retirement plan, etc.

Description:

- Coordinates the day-to-day operations of the Diversity in Early Education and Care (DEEC) program
- Facilitates participant intake, service delivery, outcomes tracking (monthly and quarterly), and quality assurance for active caseload of up to 15 individuals
- Conducts 1:1 and small group job-readiness training to include career exploration, resume writing, interviewing, online job-search, workplace cultures, etc.
- Creates an Individualized Employment Plan (IEP) with each participant, connects them with appropriate trainings, and assists them in accessing employment opportunities, i.e. conduct job search, visit sites, etc.
- Participates with volunteers and the CNY Diaper Bank to help facilitate the monthly distribution of diapers to eligible participants; maintain participant list; tracks outcomes
- Participates in the monthly facilitation of the PIL Intergenerational Learning Circles initiative; tracks outcomes
- Conducts routine and strategic community education and outreach activities relating to DEEC initiative

Qualifications:

- Bachelor's Degree in Education, Social Work, or a related field and 2-3 years of experience working with culturally and linguistically diverse children and families required; Master's degree in Education, Social Work, or a related field preferred
- Must have knowledge of early education and child care principles, including child development pedagogy (0-5 years): cognitive, social/emotional, and physical growth
- Ability to speak, write, and understand Spanish is preferred, though candidates with outstanding qualifications in other areas will be considered.
- Intermediate knowledge of Microsoft Office productivity software, including Office, Excel, and Outlook.