



## Job Announcement Early Childhood Program Coordinator

### About Masa

Masa partners with Mexican and Latin American immigrant children, youth, and families in the South Bronx to develop strong learners and leaders who fully contribute to the larger community. We envision a community that is civically engaged, empowered, and educated.

Masa's community-led, integrated model engages the entire family, grounded in a deep commitment to strengthening literacy, leadership, and power for Mexican, Central American, and Indigenous People. Masa fosters a culturally responsive learning community in which families engage with direct service and advocacy programs to dismantle barriers to success.

### About the Early Childhood Program Coordinator

The **Early Childhood Program Coordinator** will take the lead in planning and implementing Masa's early childhood programming serving children ages 16 months to 4 years. The primary component of this programming is the ParentChild+ home visiting model which works with parents and guardians of young children in their homes to promote each child's growth and development by planning and implementing developmentally appropriate experiences focused on learning through play. The Early Childhood Program Coordinator supervises 2-4 Early Learning Specialists, as well as program interns and volunteers.

This position is ideal for a skilled manager with a background or interest in early childhood education, and experience working with parents and/or young children. The Program Coordinator must be comfortable engaging with parents and guardians using a strengths-based approach, and possess the ability to relate to parents/guardians as peers and equal partners in helping prepare children for life success. Experience with, and deep understanding of, the unique needs of immigrant youth and families is strongly desired.

### DUTIES AND RESPONSIBILITIES

- **Program Implementation and oversight**
  - Lead recruitment of families and establish strong community relationships, including the execution of community events
  - Effectively oversee the day-to-day implementation of the ParentChild+ program model, including regular team meetings to address opportunities and challenges
  - Develop and maintain a program operations manual
  - Oversee the program budget, track program expenses, and ensure program materials are purchase and available for use in a timely manner
  - Build and maintain a strong working relationship with partner community organizations
  - Recruit, train, and supervise volunteer mentors and program interns
  - Attend and participate in staff meetings, events, and trainings
  - Cultivate partnerships with outside organizations to expand range of services available to participants



- **Team mentorship and development**
  - Provide mentorship to program staff, model desired behaviors and lead weekly planning and supervision meetings with staff
  - Support recruitment and onboarding processes for new hires
- **Administration and data management**
  - Fulfill all record-keeping and data-management responsibilities in Salesforce
  - Contribute to grant reporting
  - Support implementation of program evaluation systems, including surveys and other data collection tools

## **REQUIREMENTS**

- Bilingual English/Spanish
- B.A. in education, social work or related field or 3+ years of early childhood education experience; M.A. preferred
- Possess a strong knowledge base of early childhood education and child development
- 2+ years leading programs, including supervising/mentoring a team
- 1+ years of experience working with new immigrants, especially youth and/or children of immigrants
- Flexibility in adapting to different environments, the ability to operate within a variety of circumstances and challenges that may arise, and the judgment to seek help when needed
- Comfortable working independently; self-driven
- Excellent interpersonal skills; able to build relationships with a variety of stakeholders, from parents to other CBOs
- Clear understanding of client confidentiality; strong sense of responsibility
- Excellent administrative, organizational and communication skills
- Computer-savvy; familiarity with Salesforce a plus

### **Physical demands:**

- This position is in-person at Masa's office, and may require significant local travel to families' homes as well as other settings at times (e.g. schools, Masa community events, etc.)
- Light to moderate carrying of program materials is required
- Work schedule will include occasional evenings and weekends
- COVID-19 vaccination is required

### **Compensation:**

\$55,000-\$60,000 annually

### **To apply:**

Submit a cover letter and resume to [jobs@masany.org](mailto:jobs@masany.org). Place "Early Childhood Program Coordinator" in the subject line of your e-mail.