

## 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 2 years experience working with children
- Preferred: Fluency in Pashto, Dari, Arabic, Rohingya, Swahili, or Kinyarwanda
- 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
- Access to a vehicle, with driver's license and insurance
- Experience working with individuals and groups from diverse ethnic and cultural backgrounds
- COVID-19 Vaccination Required

Salary: Commensurate with credentials and experience. Generous benefits package.

To apply, send resume and cover letter to Jan Douglas at [jdouglas@refugeeone.org](mailto:jdouglas@refugeeone.org)

**NO PHONE CALLS PLEASE**