



Early Childhood Coordinator (Parent Educator) Full Time Position

The Early Childhood Coordinator (Parent Educator) responsibilities include but not limited to:

- Recruit pregnant families and children ages birth to three into the program.
- Develop and schedule the program activities, including home visiting, parent/child groups, toddler play groups, transition to school activities, and other programmatic activities.
- Organize and conduct regular (minimum of one per month) parent/child groups, in the elementary school when possible and feasible.
- Conduct child screenings and make referrals to community providers for follow-up assessment as needed.

The successful candidate will have the following qualifications:

- Associate, Bachelor's degree, or equivalent experience in Early Childhood Education
- Able to work independently and as a team
- Experience with home visiting and group meetings
- Available and reliable vehicle for visiting families (mileage reimbursed)
- Competency with computers including previous experience with Windows, virtual platforms (Zoom, Google Duo, etc.) and Internet use
- Experience with collecting data and program evaluation
- Must be able to pass a criminal background check as well as have a valid driver's license and automobile insurance

COMPETITIVE SALARY, HEALTH, DENTAL, VISION, AND RETIREMENT OFFERED

To apply for this position, please e-mail cover letter, resume and unofficial transcript to KRJenkins@orangeburgfirststeps.org