

POSITION PLAN
Early Learning Coordinator
Department: Education & Outreach
Reports to: Early Learning Manager

This full time non-exempt position will support the Education Department by providing comprehensive project coordination in the area of early learning. This position will act as a liaison between the station, Los Angeles and Orange County community partners, and PBS SoCal educational initiatives; organize parent workshops and educational outreach activities and coordinates the deployment of early learning materials and curriculum to educators, parents, and the community.

ESSENTIAL FUNCTIONS:

60% Project Implementation

- Cultivate and maintain partnerships with early learning educators, community partners, preschools, home care providers and other educational organizations
- Deliver parent workshops at partner schools, nonprofit organizations and head starts programs that promote the utilization of educational media to improve student achievement (ages 2-8 with a focus on STEM & Literacy)
- Coordinate parent workshop and educator training curriculum, materials and supplies
- Organize, plan and facilitate parent workshops, educator trainings, and family outreach activities to promote PBS KIDS and early learning resources (digital and hands-on) for families and children.
- Promote and distribute Ready To Learn and PBS KIDS content and resources to parents, educators and early learning community organizations through workshops, trainings and outreach events
- Implement PBS SoCal's early childhood learning Mobile Lab in the community
- Collaborate on grant proposal preparation, execution and reporting as needed
- Monitor trends in education pedagogy and remain current on early learning media/technology methodology

30% Communications

- Assist with communication of PBS SoCal Education events, activities and materials through multiple media outlets (i.e. social media, e-newsletters, blog etc.)
- Assist with website, promotional resources, and printed materials in connection to early learning
- Communicate with stakeholders (educators, partners, families, etc.) through print and electronic materials, promoting PBS SoCal's role as an educational resource
- Identify new promotional opportunities and outreach activities; attend related community events

10% General Support

- Respond to inquiries, conduct daily business, and represent the station with a highly professional and personable demeanor at all times
- Assist with PBS SoCal programmatic and educational initiatives as needed
- Perform other duties as assigned

QUALIFICATION

- Bachelor's Degree in Early Childhood Education or related field
- Bilingual in Spanish & English (required: speak, write, and read in both languages)
- Accurately translate and interpret source language for non-English speaking adults and children
- Must have general knowledge of and strong interest in young children and/or early childhood education
- Must be resourceful, self-directed, and a flexible team player with excellent interpersonal skills
- Ability to accomplish multiple tasks, prioritize work, and be comfortable with a fast-paced, changing environment
- Highly skilled in effective oral and written communication
- Experience in trainings others, presenting to a group, and effective public speaking to large audiences
- Computer literacy and proficiency in Microsoft Office programs, Google Docs, Apple technology (iPads, etc.), and current educational technology practices
- Ability to interface effectively and positively with all levels of the organization
- Excellent attendance, punctuality and dependability
- Must be able to work evenings and weekends, on occasion
- Must pass fingerprint and background check requirement
- Ability to lift 30 pounds
- Valid CA Driver's License and dependable vehicle to travel to outreach events

Submit resume with salary requirements to hr@pbssocal.org.