



Shawna Johnson
Early Childhood Director
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JOB DESCRIPTION

POSITION TITLE: Canby/Molalla Family Resource Advocate
REPORTS TO: Early Childhood Director
PAY RATE: \$45,000-\$55,000 DEO
EMPLOYMENT LENGTH: 1.0 FTE, Salaried Position, Flexible work schedule

This position is responsible for the development and facilitation of culturally specific early childhood programs, youth programs, family resource coordination, family engagement, parenting education, and community events in the Canby and Molalla areas. Housed at the Canby Office on 126 S Knott St. and in Molalla Elementary School. Flexible hours, some evenings, and weekends.

General Accountabilities

- Plans, develops, and administers programs which promotes social, physical, and intellectual growth that are culturally specific to the community that you are serving.
- Sets program goals and objectives.
- Keeps appropriate records.
- Maintains records and documentation and monthly/quarterly reports.
- Plans and coordinates family engagement activities, parent education and parent involvement activities with Program managers.
- Provide resources, direct services, and referrals to families in need of assistance.
- Runs summer activities, playgroups, and kindergarten transition programs.
- Helps the Program Manager set up and participates in P3 (Prenatal to 3rd grade) committee development in Molalla and or Canby
- Attend partner and county meetings as needed.
- Attend staff trainings and team building activities.
- Data entry into Apricot Database

Required Knowledge and skills

- Experience working in early childhood, human services, adult education, &/or related fields; or a combination of experience and schooling.
- Experience managing staff.
- Experience with classroom management
- Ability to work independently and in a team.
- Ability to develop working relationships with school administration and staff and other outside agencies and resources.
- Ability to exercise discretion.
- Excellent verbal and written communication
- Computer skills in Excel, Word, Google Suites, social media, and data entry
- Problem solving
- Instructing
- Coordination
- Ability to work effectively with diverse populations.
- Bilingual preferred