



# Parents Reaching Out

## Early Childhood Family Specialist Part-Time Job Posting

### Position Summary:

Support families and professionals thru Early Childhood birth to 3 yrs. old by educating them through conducting workshops, educational sessions, and presentations, and direct family support.

### Location:

Northeast Region – Taos, Raton, Las Vegas

Southeast or Southwest Region – Las Cruces, Carlsbad, Hobbs, Roswell, Ruidoso

### Job Responsibilities:

- Develop and maintain communication with families and community organizations or agencies that work with families to ensure that information and support are easily accessible, family-friendly, and relevant.
- Participate in state level and community meetings and represent Parents Reaching Out
- Assist the Early Childhood Programs Director with identifying family leaders.
- Develop and present workshops for parents and professionals throughout the state.
- Develop and update materials to support families understanding of early intervention services.
- Create supportive and collaborative relationships within the community to help further agency goals.
- Maintains current file of individuals contacted.

### Desired Qualifications:

- Knowledge of laws and rules related to early childhood birth to 3 years old and individuals with disabilities.
- Experience in planning, communication, training, and organizational skills.
- Experience in planning and conducting dynamic, interactive training in-person and using technology for diverse groups of people.
- Demonstrated excellent communication skills.
- Working knowledge of technology necessary to perform job function (Microsoft Word, PowerPoint, Excel, and data entry).
- Experience working with others in a guidance role.
- Own transportation and flexibility for occasional in-state travel. Workshops are scheduled during both daytime and evening hours.



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## **Education and Experience:**

- Lived experience in Early Childhood program birth to 3, and lived experience in the school system is encouraged.
- **Valid driver's license and insured automobile required.**
- Bilingual in Spanish/English preferred.

## **Physical Requirements**

- Works in home-based and office/classroom-style environment.
- Much of the work is completed while sitting and/or standing.

*\*Must be able to successfully pass a background check.*

**Wage Range: \$15.50 - \$18.00/hr**

**Individuals with a disability and parents of an individual with a disability are strongly encouraged to apply.**