

## Coordinated Enrollment and Family Support Associate

### Organization overview

Marion & Polk Early Learning Hub (MPELH) is a non-profit located in Salem, Oregon and serves the Marion and Polk County geography. Together with the community, we have three overarching goals of kindergarten readiness, family stability, and that services are coordinated and aligned. Our mission as an organization is to convene, collaborate and catalyze action in our hub region to develop and better align services and resources for children and families; to actively enhance and build an early learning system grounded in equity and diversity; and to build capacity in community-based organizations and childcare providers.

### General Description of the Position's function and Purpose

This position is responsible for supporting the coordinated enrollment functions in Marion & Polk counties, including the coordination of recruitment, eligibility, selection, and placement of children and families in Preschool Promise. Works in partnership with other preschool programs in Hub region to ensure full enrollment of all participating publicly funded programs, and planning for future collaboration in recruitment, eligibility, selection, and placement of children and families.

This position also monitors the Family Support community grants and Reach Out and Read grants with various community partners. This includes frequent communication with grantees, tracking data, and reporting information on the usage of the funding. Responsible for working with community partners to understand the various resources to support families and ensure smooth referrals.

This position will work closely with the Preschool Promise Coordinated Enrollment Specialist and the Screening and Care Systems Coordinator to ensure continuity and alignment.

### Specific Duties and Responsibilities:

In collaboration with the Preschool Promise Coordinated Enrollment Coordinator Specialist:

- Assists in the planning, coordination, and implementation of the recruitment, eligibility, selection, placement functions to maintain funded enrollment for assigned programs. This position does so using established criteria and ELD regulations and guidelines and parent choice.

- Coordinates and conducts eligibility screening and selection of families into the Preschool Promise program, including income verifications, and the application/eligibility process for the selected Preschool Promise Provider.
- Builds relationships with Head Start, Early Childhood Special Education, school district operated preschool program, and any other publicly funded preschool programs to facilitate collaboration and the coordination of enrollment.
- Serves as a liaison between families, providers, and community resources for families, and promote community resources, events and related activities to families.
- Understands the needs and circumstances of the region's priority populations, and plans recruitment and enrollment strategies that promote equity and inclusion.
- Works closely with Preschool Promise providers to troubleshoot recruitment, optimize family fit, and ensures full program enrollment.
- Works collaboratively with the MPELH team to develop and execute a publicly funded preschool recruitment strategy that focuses on the region's priority populations as defined in the Hub Early Care and Education Sector Plan.
- Builds trusting, positive relationships with families and helps connect to community resources.
- Participates in gathering and compiling information for the regional Early Care and Education Sector Plan.
- Responsible for the complete and accurate collection, entry, reporting and maintenance of data, records, and reports.
- Maintains knowledge of and connection to parent resource information and connect parents to resources.

#### **In collaboration with the Screening and Care Systems Coordinator:**

- Manage the community grants for the Family Support funds designed to add community capacity to meet the emergent needs of children and families.
- Manage the grants with health providers participating in Reach Out and Read.
- Oversee the data collection and reporting of data on the outcomes of the funding.
- Assist health providers as needed in the book selection and ensure they have the materials needed for the book distribution and well-child visits.
- Maintain knowledge of and connection to parent resource information and connect parents and/or providers to resources.
- Attend regular community-focused meetings.

#### **Knowledge, Skills and Abilities**

- Bilingual English/Spanish.
- Excellent interpersonal skills, with ability to interact respectfully and competently with clients and colleagues of varying cultural backgrounds.
- Strong marketing, sales, and outreach skills.
- Attention to detail and highly organized. Ability to plan for upcoming problems or opportunities that will improve or enhance outcomes and services or avoid problems.
- Frequently faces deadlines in a timely manner while multi-tasking and maintaining flexibility to meet current needs.
- Ability to interact with persons and children of diverse social, cultural, economic and education backgrounds.
- Possess working knowledge and ability to operate computers with applicable software (Windows and Microsoft Outlook, Word, and Excel).

- Ability to perform duties with little direction given and ability to work independently.

**Required Education and Experience**

- Associates degree with two years related working experience; *or* Bachelor's degree, ideally in Early Childhood Education, Social Work, Marketing, Business Administration or another related field; *or* equivalent combination of education and experience.
- Experience in an educational or family services agency setting is a plus.

**Working Relationships**

- Working relationships, both developing and maintaining, include parents, child care programs, Oregon Early Learning Division, MPELH Governance teams (Board, Regional Implementation Team, Collective Action Team), MPELH community partners, various government agencies, and other local and state.

**Working Environment**

Due to pandemic, position will work primarily remote/from home. Computer and other telecommuting equipment will be provided. Frequent non-traditional work hour activities including community forums, work sessions, and one-on-one visits during evenings or weekends.

**Additional Requirements:**

Successful candidate will be asked to provide evidence of his/her ability to legally work in the U.S. Successful candidate must have a reliable vehicle for work-related use and provide evidence of required auto insurance at requisite levels.

**Salary & Benefits**

The position is Executive in its responsibilities, qualifications and hours. Expected salary range of \$48,000-\$58,000 commensurate with qualifications and experience.

MPELH offers a benefits package that includes Paid Time Off (PTO), medical/dental/vision health benefits for full-time employees and their spouse/dependents and a company provided retirement/tax deferred compensation plan.