



JOB POSTING: Spanish Bilingual Early Childhood Program Assistant

The West County First 5 Center offers free programs at sites in Richmond and San Pablo that help parents nurture and support their young children so they grow up healthy, happy, and learning. Our programs focus on early learning opportunities for children, child development, parent education and leadership, and connections to community resources. Classes are for children ages 0-5 years and their parents to participate together in a welcoming and vibrant atmosphere. The Spanish Bilingual Early Childhood Program Assistant is stationed at the West County First 5 Center's Richmond Satellite Site. The position is a blend of administrative and early learning activities, including clerical tasks, leading a weekly story time, and providing childwatch as needed. **Currently, we are offering hybrid programming, with a combination of in-person and online classes.**

The West County First 5 Center:

- Supports attachment and bonding between parent and child
- Increases child development awareness for parents to respond to their child's needs & behavior
- Provides fun and simple activities that parents can incorporate into their daily routines with their children
- Creates an environment that sparks creativity and nurtures learning in children, and builds community and leadership with parents
- Links families with support services through our Community Resource Specialist

PRIMARY RESPONSIBILITIES

- Ensure the Richmond Satellite Site remains open to the community during business hours, Monday through Friday
- Provide information regarding the First 5 Center's mission and programs to new families
- Assist with registration process for families, including creating monthly class documents and facilitation of participants' attendance
- Assist in handling phone calls, database entry, and miscellaneous clerical duties, filing, supply orders
- Coordinate and provide interpretation of a small load of workshops/classes as needed
- Ensure the facility is organized and presentable to the public, and health/safety checklist is adhered to
- Lead weekly story times and create early learning activity kits
- Coordinate weekly parent ed/early learning texts to cohort of families and facilitate parent engagement with the program
- Contribute to the Center's social media posts
- Perform developmental screenings as requested (training provided)
- Refer participants to the Community Resource Specialist as requested
- Provide childwatch while parents are in workshops as needed

SKILLS AND EXPERIENCE

- Strong verbal and written communication skills required in both English and Spanish
- Excellent typing skills and knowledge of computer programs including Microsoft Office and Google Suite
- Ability to develop effective relationships with young children, parents/caregivers, colleagues, and community members of diverse populations
- Organized and able to prioritize multiple projects

- Strong commitment to team environment dynamics with the ability to communicate positively and listen empathically
- Ability to work independently and as part of a team
- A plus: ECE units and/or experience in a childcare or preschool setting

PERSONAL QUALITIES

A commitment to children ages 0-5 years and the mission of the Center is critical, and an ability to be flexible working with people with different perspectives, languages, and backgrounds. We're looking for a dynamic and friendly disposition to create a welcoming environment at the West County First 5 Center Richmond Satellite Site, and demonstrated enthusiasm and creativity during story times and other family events. Other traits include cultural humility and ability to navigate the dynamics of difference with grace and self-awareness.

COMPENSATION

This is a full time position, \$18.00-\$19.00/hour

HOW TO APPLY

Please submit the following to **arojas@bacr.org**

- A resume
- A cover letter expressing your interest and qualifications for this position

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