



A National Model of Excellence in Toddler, Preschool, and School-Age Care and Education

Job Posting **July 31, 2017**

POSITION: Family Partnership Coordinator

Children's Village Child Care Center is looking for a qualified Family Partnership Coordinator. NAEYC accredited, we offer comprehensive services to a diverse population. Services include:

- Head Start Wrap Around Services
- Pennsylvania PreK Counts Program
- Early Intervention and Parent Support Program
- Involved Parent Program.
- Services for children from ages 13 months to 13 years

This is a full time position non-exempt position. Benefits include

- paid sick leave
- paid vacation time (ranging from 2 weeks to 5 weeks yearly)
- paid personal time
- health benefits (employee does contribute a percentage of the premium)

Qualifications:

1. Educational Degree: High School Diploma required. Education in social work, family studies, child development or related field desired.
2. Experience: 1-year minimum office experience. Some experience in social work or related field is desired.
3. Skills: Verbal fluency and ability to interpret between Mandarin and English is required. Interpretation may take place in small or larger group settings. Ability to speak other Chinese dialects, such as Cantonese and Fujianese, is desired, but is not required. Ability to speak Spanish is highly desirable, but not required. Ability to speak Indonesian and/or other Asian dialects is a plus.
4. A combination of experience and education may be acceptable in lieu of the specific amounts stated above.

SEND OR FAX CHILDREN'S VILLAGE EMPLOYMENT APPLICATIONS TO:

**Children's Village Child Care Center
125 North 8th Street Phila., PA 19106
215 -931-0190 (phone) 215-413-2102 (fax)
email: bethb@childrensvillagephila.org**

To download employment application, go to <http://www.childrensvillagephila.org/careers>

See attached job description.

125 North 8th Street, Philadelphia, PA 19106 • (215) 931-0190 • www.childrensvillagephila.org

Children's Village is a non-profit 501(c)(3) organization.
A copy of Children's Village's official registration and financial information may be obtained from the Pennsylvania Department of State by calling toll-free, within PA, 1-800-732-0999. Registration does not imply endorsement.

