

**Position Opportunity:
Early Head Start Community & Family Partnership Coordinator**

Location: Pediatric Therapy Network Torrance, CA

Pediatric Therapy Network (PTN) has recently been granted federal funding to create and implement a new Early Head Start Program. As an existing non-profit organization, PTN is dedicated to providing innovative, high quality programs to serve families with children of all abilities. We are excited to offer an unique Early Head Start program which will incorporate the expertise of child development professionals, including speech therapists, occupational therapists, and physical therapists. Services will be provided to 112 families and children through a home based model and a full day center program. We are seeking a Community and Family Partnership Coordinator in the Early Head Start program that is experienced, passionate, dedicated, highly motivated, possesses good communication skills, and values collaboration. Under the direction of the Early Head Start Director, the Community and Family Partnership Coordinator will support the EHS program by coordinating and monitoring social services, education events, community relations, site visits and parent involvement activities.

Responsibilities:

- Work collaboratively with the Early Head Start Director, Coordinators, and key staff to establish and implement the Early Head Start Program, including ensuring compliance with Federal program requirements and the mission of Pediatric Therapy Network.
- Assist in recruitment, including presentations, public relations and public service announcements and distribution of program information.
- Provide technical support in the area of parent involvement, family and community partnerships and fatherhood involvement.
- Assist with the data collection, analysis and drafting of information for the community assessment.
- Establish community partnerships and serve as a liaison between program and other agencies.
- Interpret federal, state and local policies relating to the social services/parent involvement programs.
- Maintain calendar of parent and community events
- Provide resources to facilitate parent input into program planning
- Attend community meetings related to needs of EHS program and advocate for the needs of EHS families.
- Assist with the compilation of parent materials and resources (i.e. handbook, directory, etc.)
- Assist with recruiting speakers, materials and other resources for parent and/or staff meetings.

Education Requirements: Bachelor's or master's degree in social sciences, public administration or related field from an accredited college or university

Experience:

- Two to five years experience working in the interest of children and families in a private or public agency;
- Work comfortably and effectively with diverse cultures and socioeconomic groups;
- Knowledge of local community, government and educational agencies to establish community partnerships with;
- Excellent oral and written communication skills;
- Ability to interpret and successfully apply a variety of federal and state laws, regulations and guidelines as they related to Early Childhood education, Head Start Performance Standards and related areas;
- Strong working knowledge of office communications systems and software.

Salary: Competitive salary, excellent benefits

Please submit applications and credentials to:

Human Resources

Pediatric Therapy Network

1815 West 213th Street, Ste. 100

Torrance, CA 90501

Email: jobs@ptnmail.org

Fax: 310. 328.7058

www.PediatricTherapyNetwork.org

Pediatric Therapy Network is an equal opportunity employer

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