



EMPLOYMENT OPPORTUNITY

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Recruitment and Retention Coordinator

Department: Early Childhood Education

Reports to: Director of Family and Community Engagement

Hours: Full-Time

Position Summary:

The Early Childhood Education Recruitment and Retention Coordinator, coordinates the Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) activities of our Early Childhood Education program. S/He works closely with the Family and Community Engagement Director and Family Services team to ensure that our Early Childhood Education program is fully enrolled, by ensuring continuing recruitment activities, appropriate reviews of child and family eligibility, timely selection and enrollment, and close monitoring of attendance. In addition, the Recruitment and Retention Coordinator provides oversight, coaching, training, and technical assistance to Family Services staff; compiles, analyzes and monitors data; prepares reports to ensure compliance; and makes recommendations for corrective action when necessary. The Recruitment and Retention Coordinator works at multiple locations with a wide variety of staff and community partners.

Responsibilities:

- Maintains full enrollment in the program in compliance with EarlyLearn and Head Start.
- Provides coaching, training and technical assistance.
- Participates in ongoing monitoring of the ERSEA component using assigned tools and assigned self-assessment activities in accordance EarlyLearn and Head Start Performance Standards.
- Oversight of Family Services Staff in all areas of ERSEA.
- Ongoing monitoring of all Family Services logs, files, etc related to ERSEA.

- Monitors children daily attendance data; ensures data is up-to-date and accurate and follow-up with Center Director and Family Services staff as needed to maintain attendance requirements.
- Works with the Family and Community Engagement Director on developing and tracking marketing strategies, materials and online outreach efforts.
- Recruits families through a variety of strategies including: the development and production of recruitment materials, the development and maintenance of the community partnership contacts in the ChildPlus database, and the delivery of presentations throughout the East Harlem community.
- Assists with the planning and production of recruitment events throughout the year.
- Establishes and maintains recruitment/event/activity in the ChildPlus database.
- Works with the Family and Community Engagement Director in the development of a recruitment plan and program goals in the area of ERSEA.
- Attends community meetings, conferences, fairs, and festivals to network and inform participants of our EarlyLearn and Head Start services.
- Assist in completing all Family Services inquiry, Intakes and applications with incoming families.
- Produces timely written business correspondence, program reports, etc. with attention to detail and accuracy.
- Records data regarding children and families into the ChildPlus database.
- Attends training sessions and participates in training opportunities.
- Supports and encourages parent involvement.
- Works as a team with all Union Settlement programs in providing services to children and families.
- Maintains the confidentiality of highly sensitive information.
- Interacts with children, families, staff and community partners in a supportive and professional manner.
- Performs all other related duties as assigned.

Minimum Qualifications:

- Bachelor's Degree in social work, early childhood education or a related field required; Master's Degree strongly preferred.
- English/Spanish, English/Mandarin or English/Arabic fluency strongly preferred.
- At least three years of experience in family support or community based programs.
- Experience working in an early childhood education program.
- Experience working with diverse backgrounds and the New York City communities.

To Apply:

Please send Cover Letter, Resume and 3 Professional References to:

earlychildhoodcareers@unionsettlement.org. Please indicate Recruitment and Retention Coordinator-ECE in the subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER.