



BAY AREA COMMUNITY RESOURCES JOB DESCRIPTION

JOB TITLE: First 5 Center Bilingual Admin Assistant

Job Classification: Non-Exempt; P/T **ONLY 8 HOURS A WEEK**

(set schedule Tuesdays 3:00pm-7:00pm, Saturdays 8:30am-12:30am)

Does the opportunity to use your administrative skills *AND* help create an engaging, fun environment for families with children aged 0-5 sound intriguing?

Do you enjoy crafting welcoming, meaningful and supportive experiences for the public when they first venture in?

If you answered yes to either question, you may be a great fit for our Bilingual Admin Assistant!

Bay Area Community Resources in partnership with Solano County First 5 is opening up the Vallejo First 5 Center, the first of its kind in Solano County!

The Vallejo First 5 Center will offer free programs that help parents/caregivers nurture and support their young children so they grow up healthy, happy, and positioned for success. Our programs will focus on parent education, early learning opportunities, family literacy, and community resources. Classes are for children ages 0-5 and their parents/caregivers to participate in together, in a welcoming and vibrant atmosphere. Local community partners will also be stationed within the center on a rotational basis so our families can gain access to services they need onsite.

The Early Childhood Program Assistant will be stationed at the Vallejo First 5 Center, and will perform a variety of tasks including administrative duties, leading story times and other early learning activities for children and their families, providing translation for workshops as needed, and childwatch for scheduled sessions. This is a full time position and will require work during some weekends and evenings.

The Vallejo First 5 Center mission addresses the following goals:

To support attachment and bonding between parent/caregiver and child

To increase child development awareness for the parent/caregiver to better respond to their child's needs & behavior

To provide fun and simple activities that parents/caregivers can incorporate into their daily routines with their children

To encourage parents/caregivers to follow their child's lead in their self expression, and observe their child to learn about their interests, needs, and what makes them unique

To provide an environment that sparks creativity and learning in children, and builds community and leadership

To link families with support services through our Community Resource Specialist

Breaking Down the Role:

1. You would be responsible for the opening and closing procedures of the center
2. You would be connecting families to appropriate staff to get the support they need, while assisting them in exploring and selecting our curriculum
3. You would be assisting with the registration process for the families, including creating monthly class schedules and enrollment lists, and reaching out to families to confirm class participation
4. You would be assisting in handling phone calls, miscellaneous clerical duties
5. You would be coordinating and providing interpretation for workshops/classes as needed
6. You would be collaborating with the team to ensure the center is organized, presentable to our families, and that our health/safety checklist requirements are being met.
7. You would be creating an exploration activity experience for the children and families within our play area during designated times.
8. As a team that values each other, there will be times that we will ask that our staff collaborate to help support each other, and the Centers mission/responsibilities when needed.

Skills and Experience:

1. Strong verbal and written communication skills required in both English and Spanish
2. Excellent typing skills and knowledge of computer programs including Word and Excel
3. Proven ability to develop effective relationships with young children, parents/caregivers, colleagues, and community members of diverse populations
4. Must be organized and able to multi-task
5. Ability to work independently and be a team member
6. Must be able to lift 25 pounds on a regular basis as a part of setting up and breaking down materials for childwatch, storytimes, and curated experiences in the play area

Personal Qualities:

A commitment to children ages 0-5 and the mission of the Center is critical along with an ability to be flexible in working with people with different perspectives and backgrounds. A friendly, warm approach is essential in creating a welcoming environment. This position requires excellent communication and organizational skills, as well as the ability to work independently and function effectively as part of a team.

How to Apply:

Please submit a resume and cover letter expressing your interest and qualifications for this position to:

Andrea Azurdia

aazurdia@bacr.org

Job Type: Part-time \$15.00 an hour