



Position: ELRC Family Resource Coordinator | **Part-Time:** Position

Culture:

Trying Together is a Pittsburgh-based nonprofit that supports the work of early childhood by providing advocacy, community resources, and professional growth opportunities for the needs and rights of children, their families, and the adults who interact with them. A fast-paced organization, Trying Together looks for dedicated and passionate staff who bring positivity to their work and a solution-oriented sensibility.

Purpose:

The Allegheny County Early Learning Resource Center Family Resource Coordinator will help families access the resources they need to care for their children and will oversee daily operational function, while expanding the ELRC vision to engage the entire family in holistic care. The Family Resource Coordinator will maintain a Resource Library for families and providers, family play area, support families and providers with computer use and implement the Ages and Stages developmental screening tool.

Responsibilities:

- Coordinate day-to-day functions of the Family Resource Library and Family area.
- Model purposeful play with children in the Family area.
- Actively seek partnerships with organizations in the community to expand resources available to families.
- Provide referrals and access to resources such as TANF, high quality child care and other appropriate agencies that address the family's needs and goals.
- Develop and distribute materials in areas of specialization, which include community resources, child abuse prevention and parenting education.
- Provide consultation, referrals and consumer education for families.



- Record, analyze, and report data on request for services as established by the Allegheny County ELRC.
- Collaborate with local child care and education groups, social service and/or government agencies and employers in the operation of the resource and referral.
- Provide support for computer use to families and providers in the Resource Area.
- Participate in required meetings, activities and training of the Allegheny County ELRC.
- Promotes and supports the mission, vision and goals of Trying Together. To learn more visit www.tryingtogether.org.

Additional Knowledge, Skills and Experience

- Knowledge of local, state and national systems for early care and education.
- Strong understanding of child development and family education.
- Must be able to work independently and as a team member.
- Attention to detail and advanced problem solving techniques.
- Demonstrated ability to coordinate multiple activities.
- Acceptance of diversity and ability to work comfortably in a variety of settings.
- Excellent verbal and written communication skills.
- Ability to maintain confidentiality.
- Good judgment and decision-making abilities.
- Must demonstrate enthusiasm and flexibility.
- Working knowledge of Microsoft Outlook, Word and Excel.
- Must clear full background check and must pass health screening.

Qualifications:

- Associate's or Bachelor's degree in Social Work, Human Services or Early Childhood Education.
- Two years of relevant experience using the Ages and Stages developmental screening tool.





- Intermediate to advanced computer skills, Internet and email.

Required Clearances:

- Clean Act 33 Child Abuse Clearance
- Clean Act 34 Criminal Clearance
- Clean Act 73 FBI Clearance

Physical Requirements:

- Ability to lift 10-20 pounds

Benefits:

- Competitive compensation and benefits package.
- Appreciative inquiry and strengths-based review process.

Interested Applicants:

Submit cover letter and resume with a minimum of three work-related references to jobs@tryingtogether.org. Phone calls will not be accepted. Posting will remain open until filled.

