



Coordinator/Parent Education Facilitator, Triple P

Action for Children (AFC), central Ohio's Child Care Resource and Referral agency, is seeking an individual to join its Family and Community Engagement team. This position oversees the day-to-day activities of the Triple P program which include: recruitment of participants, marketing the program, and facilitating the evidence-based Triple P curriculum. The Coordinator will assist the Program Director by handling administrative tasks and serving as the liaison with partnering agencies and organizations.

Major responsibilities include:

- Overseeing the administrative aspects of the program including staffing, training, service delivery, and reporting
- Participating in and coordinating ongoing recruitment and outreach of program participants
- Ensuring timely and accurate data collection and reporting regarding program participants and outcomes
- Submitting required program documentation to Nationwide Children's Hospital (NCH), the funding agency for the project
- Providing evidence-based parenting services and support in the community via multiple formats (group, one to one, in-person, virtual)
- Developing relationships with community organizations, parenting and early childhood system agencies/entities and with local parenting partners.

Qualifications:

- Bachelor's degree in Counseling, Social Work, Marriage and Family Therapy, Child Development/Early Childhood Education or related field.
- Experience in facilitating program curriculum to adults in a group setting
- Proficiency with technology, familiarity with database and spreadsheet applications and experience with Microsoft Office Suite
- Ability to work with families of various backgrounds and cultures, demonstrating cultural responsiveness
- Working knowledge of local and state community resources
- Ability to organize work to effectively manage both coordination and facilitation aspects of position
- Demonstrated experience in proactively identifying and eliminating obstacles to program success
- Excellent communication skills – written, verbal and formal presentation
- Understanding of how intersection systems of racial, gender and class discrimination shape conditions for early childhood educators, child care programs, and the children and families they serve

Action for Children



Job Posting

- A desire to contribute to a place and professional which values collaboration, diversity, growth, and respect for all people
- Understanding of how intersecting systems of racial, gender, and class

The ideal candidate will excel in building rapport, be adept at problem-solving in various types of situations and possess strong analytical ability. This position requires that the individual be available to work flexible hours, including occasional evenings and weekends.

HOW TO APPLY

Interested individuals should send a resume and cover letter outlining how they meet the specific requirements of the position to Human Resources, jobs@actionforchildren.org. No phone calls please. Action for Children is an equal opportunity employer.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note, the selected candidate will be required to submit to our background and reference checking process.