

Action for Children



Family Engagement Specialist

Who We Are

Action for Children is the local child care resource and referral agency in Central Ohio. Our mission is to transform the lives of children by supporting, empowering, and advocating for the adults who make the biggest impact on children's lives—their parents, caregivers, and teachers.

What You'll Do

Action for Children is seeking an individual to join its Family and Community Engagement team as a part-time Family Engagement Specialist.

Major responsibilities include:

- Provide information, resources, and referrals to families seeking quality early learning opportunities, leveraging knowledge of early childhood education.
- Assess customer needs and utilize a database system along with community resources to effectively meet each client's needs.
- Communicate with clients and provide relevant information through in-person meetings, telephone calls, or email.
- Learn and manage a database system to ensure accurate, consistent, and updated information, tracking progress toward program goals.
- Collaborate with team members to organize and participate in community outreach events to raise awareness of program services.

The Ideal candidate will have a desire to contribute to a place and profession which values collaboration, diversity, growth, and respect for all people. They will demonstrate the ability to be highly motivated, creative and flexible, and be committed to the overall success of the program and team. This position requires the individual to have highly developed attention to detail, strong organizational and communication skills and have a proactive approach to identify and work around obstacles to success.

Successful candidates will have

- Bachelor's Degree in Early Childhood, Human Development & Family Studies, Human Ecology, or a related field
- Exposure to the early care and education field
- Proficiency with technology and experience with Microsoft Office Suite
- Previous experience working with electronic data management/database systems
- Ability to work with families of various backgrounds and cultures
- Working knowledge of local and state community resources
- Customer service expertise
- Research and conduct community outreach to share all aspects of AFC's work
- Understanding of how intersecting systems of racial, gender, and class discrimination shape conditions for early childhood educators, child care programs, and the children and families they serve
- A desire to contribute to a workplace and profession which values

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Why You'll Love Working with Us

- **Comprehensive Health Coverage:** Enjoy peace of mind with our health, dental, and vision insurance plans starting within 30 days of hire
- **Generous Paid Time Off:** Recharge with ample vacation days, personal days, and holidays
- **Hybrid Work Schedule:** Enjoy the best of both worlds with a mix of remote and in-office workdays
- **Retirement Savings Plan:** We match your contributions (up to 1%) to help you build a secure financial future
- **Paid Parental Leave:** We provide 12 weeks of fully paid parental leave for all new parents, including birth, adoption, and foster care placements. This time allows you to bond with your new addition without worrying about work or finances.

How To Apply

Interested individuals should apply online at:

[Job Opportunities](#)

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Please note, the selected candidate will be required to submit to our background and reference checking process.

Action for Children is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status

**Action for Children has adopted a mandatory COVID-19 vaccination policy for all current and future employees focused on safeguarding the health and safety of our employees and their families; our customers and visitors; and our community. Action for Children is an equal opportunity employer and does allow for accommodations based on medical exemptions and/or sincerely held religious beliefs. **