

## **JOB ANNOUNCEMENT**

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#### **Position: Part-time Program Assistant @ Queens Childcare Network**

The Queens Childcare Network provides technical assistance and support to family and group family childcare providers. Through home visits, information and referral, education and use of peer role-modeling, the network promotes quality regulated in-home childcare services. The Program Assistant is responsible for engaging in various activities that will promote and support the Korean-American population with becoming regulated family or group family providers, with enrolling with the Queens Child Care Network and supporting their gaining familiarity with broader services and activities offered by Queens Community House.

Responsibilities include:

- **Outreach, recruit and retain Korean-American Childcare Providers in the Queens Child Care Network and the CACFP (Child and Adult Care Food Program).**
- Provide information and assistance to the general provider community about licensing, joining the network, as well as other services
- Help assess a provider's eligibility and associated paperwork to become a licensed provider.
- Translate relevant materials from English to Korean.
- Assist in coordinating support and networking events for providers.
- Conduct Monthly Home Visits to the Korean-American providers.
- Conduct Program Orientation Meetings in Korean
- Inform and refer the parent community of family childcare services offered by the Queens Community House.
- Assist with the maintenance of the HOME unit of Child and Adult Care Food Program (CACFP).
- Assist with program activity planning, supervision and clerical responsibilities
- To be able to work both individually and as part of a team in a professional manner.

Qualifications:

- Bachelors degree in education, social work or related field preferred; Some college education with human service/early childhood experience considered.
- Excellent communication skills
- **Bilingual: English/Korean**
- Must be responsible, well-organized, and detail oriented
- Must be a self-starter and motivated
- Able to work occasional weekends for outreach, trainings and willing to travel across Queens
- Knowledge in MSWord, Publisher and Excel
- Familiarity with Queens Korean-American community.

#### Term of Employment

Salary: \$14/hour

Time commitment: 20 hours/week

Availability: Immediately

**Please email resume and cover letter to [TMoreano@qchnyc.org](mailto:TMoreano@qchnyc.org)**

**Queens Community House is an Equal Opportunity Employer.**Queens Community House is an Equal Opportunity Employer.