

**OXFORD CIRCLE CHRISTIAN COMMUNITY
DEVELOPMENT ASSOCIATION**

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Community Literacy Activities (CLA): Assistant Program Coordinator Position

SUPERVISOR: CLA Program Coordinator

POSITIONS SUPERVISED: Family Ambassadors (along with Program Coordinator), Volunteers

TIME COMMITMENT: 20-25 hours per week; Saturdays of CLA events needed; \$18/hour

POSITION DESCRIPTION:

Based in the Oxford Circle neighborhood of Philadelphia, PA, the Oxford Circle Christian Community Development Association (OCCDA) is seeking an Assistant Program Coordinator to lead, in creating, implementing and managing literacy focused community events and distribute literacy-rich resources to young children, families and businesses in Oxford Circle. The mission of OCCDA is “to extend healing and hope in the Oxford Circle community, believing that God’s purpose of reconciling all people to Jesus leads us to minister on spiritual, physical, social, & economic levels.” Reporting to the Program Coordinator, the CLA Assistant Program Coordinator is responsible for assisting the Program Coordinator in community organizing, family recruitment/engagement, coordinating, and supporting the on-the-job performance of Family Ambassadors including facilitation of parent engagement workshops, delivering business signage prompts etc. This is an exciting, engaging opportunity for an individual who loves a challenge to create an impact, enjoys working with children and families in a grant-funded position.

Program Overview:

The Oxford Circle Literacy Enclave (OCLE) is an Oxford Circle CCDA led collaboration of social service and education providers working in collaboration with community stakeholders to create an education support system for children and families in the Oxford Circle of NE Philadelphia. OCLE aims to: build awareness around the importance of early childhood education; increase family participation and access to ECE resources; strengthen the capacity of child care centers; establish more effective links between Head Start, Pre-Ks, and local kindergartens; support Pre-K and K-3 instruction with a strong emphasis on literacy; support Kindergarten registration; and improve adult education and workforce development outcomes.

Community Literacy Activities (CLA) Initiative:

Given that school-age children spend less than twenty percent of their waking hours in school, valuable learning opportunities emerge outside of school. The overarching goal of the CLA program is to prepare young children from diverse language backgrounds, and their families, to enter school ready to learn to read by fourth grade by engaging in playful learning activities. These events will result in increased caregiver knowledge about early language and literacy and at-home language and literacy practices as determined by an external evaluation. This initiative would prepare OCCDA to recommend and prepare to implement a plan for a community-wide, feasible, sustainable network of literacy activities and broader supports for early learning and family well-being throughout the Oxford Circle neighborhood.

Job Responsibilities:

1. Responsible for assisting the Program Coordinator in creating, supervising, and implementing monthly play parties, with multiple stations offering early literacy-rich activities, designed to facilitate adult-child

interactions and the development of early literacy skills; each station will provide a tip sheet for families on how to extend learning at home and book clubs to foster book exchange and discussion of common books.

2. Responsible for working with Family Ambassadors in inviting/enrolling families of young children to monthly activities (outdoors during Spring through Fall, and indoors in Winter). The CLA Assistant Program Coordinator will focus heavily on enrollment, attendance, and invitation of families.
3. Responsible for assisting the Program Coordinator in implementing playful learning activities, book distribution/street libraries, family enrollment/ongoing engagement, maintaining required attendance, data collection, and providing ongoing mentoring, role modeling, and coaching to Family Ambassadors.
4. Responsible for assisting the Program Coordinator in cultivating relationships with local businesses for placement of books, parent-child conversational signage prompts in local businesses, laundromats, beauty salons etc. to facilitate adult/child conversations in the Oxford Circle Community. Additionally, responsible for working with communities in the North East to place signage in businesses.
5. Assist Program Coordinator with working with program evaluator in survey distribution and collection, setting up of interviews/focus groups etc.

Competencies:

Excellent oral and written communications, highly organized, excellent interpersonal skills, team player, ability to follow through and ability to use google docs, Microsoft office; word, excel, powerpoint.

Additional Eligibility Qualifications:

- An understanding of and a commitment to carry out the mission of Oxford Circle CCDA.
- Extensive knowledge (first-hand or professional) of early childhood education programs for children ages 3-12
- Ability to conduct community outreach, resident engagement around early childhood education, and lead trainings
- Familiarity with Oxford Circle and the local North East Philadelphia in general; Experience and comfort working with underserved urban communities, low-income families and families from multiple language speaking cultures
- Knowledge of and commitment to community organizing and empowerment
- Experience conducting qualitative research, interviews and/or focus groups
- Ability to collect, record, present information and data in an professional manner
- Demonstrate leadership ability and able to work under limited supervision
- Criminal background check, child abuse, mandated reporter training required
- Some Saturdays and evenings required

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.