



Job Description  
CLA Family Ambassador

**Early Childhood Literacy Bilingual Event Host**

**24 hours/month** (approx 8-10hrs/week)

Thursdays & Fridays 9am-1pm; 4th Saturday of the month 9am-2pm

\*Must be bilingual in English + Arabic, Spanish, or Mandarin

SUPERVISOR: CLA Program Manager

SUMMARY: Based in the Oxford Circle neighborhood of Philadelphia, PA, the *Oxford Circle Christian Community Development Association (OCCDA)* is seeking bilingual Family Ambassadors for our *Oxford Circle Community Literacy Activities (CLA)* program, speaking both English and either Arabic, Spanish, or Mandarin. 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.”

The Family Ambassador (FA) is responsible for conducting outreach to families increasingly providing awareness of the importance of early literacy to enable their recruiting of families to participate in early literacy playful learning activities. Additionally, the FA is responsible for facilitating small group playful learning activities with families, and conducting book distribution. Key to being a successful Family Ambassador, will be acting as an early literacy resource person and building ongoing relationships with families of your assigned language group.

**Community Literacy Activities (CLA) Program:**

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 this 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 support for early learning and family well-being throughout the Oxford Circle neighborhood.

COMPENSATION & HOURS: The position is 24 hours per month at \$17/hour. This is a grant funded position, and is contingent upon the continuation of grant funding.

**JOB QUALIFICATIONS:**

- An understanding of and a commitment to carry out the mission of Oxford Circle CCDA
- Preferred resident of Oxford Circle Community
- Interest in early childhood education and in working with children
- Must be available to work up to 24 hours a month, including some weekends and evenings; Saturday of the event is mandatory.
- Ability to walk distances and stand for lengthy periods of time
- Strong communication and interpersonal skills (e.g., nonjudgmental, objective, reflective, empathic, patient, tactful)

- Must have at least a GED or high school diploma with two years of supervised work with young children and/or parents. Bachelor or four-year degree in early childhood education, elementary education, social work or related field preferred
- Computer literate with ability to use google docs, Microsoft office; word, excel and access email
- Criminal background check, child abuse, and mandated reporter training required
- Fluency in English, and Arabic, Spanish, or Mandarin is required

#### JOB RESPONSIBILITIES:

- Work with Program Manager in selecting and developing games and activities in engaging children in playful learning activities
- Facilitate engaging playful learning activities with small groups of children and their parents
- Educate parents on the importance of early literacy and act as an early literacy resource provider to parents including recruiting for Readby4th text messaging
- Coordinate book distribution on assigned blocks, and street library
- Take attendance and other required data, follow up with absentee children, and maintain required attendance levels
- Increase awareness of the importance of early literacy by actively cultivating, engaging, and maintaining relationships with block captains, families to build trust and goodwill as an early literacy resource person that can be leveraged to encourage families to participate in the playful learning activities and to sustain ongoing attendance
- Organize and inventory supplies/materials, etc.
- Participate in ongoing professional development and trainings in conducting playful learning activities and in gaining knowledge as an early literacy resource provider.
- Set-up for special events, conduct hospitality and resource tabling
- Act as a resource person in providing referrals to families for benefits access

*\*Note: This is a broad description incorporating the types of duties and responsibilities performed. It is recognized that more specific tasks and duties not mentioned will also be performed.*

To apply for this position: Submit your resume via email to: [sushana@occcda.org](mailto:sushana@occcda.org)

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