



THE GEORGETOWN PROJECT
Leaders In Youth Development Since 1997

The Georgetown Project Vision: Georgetown is a community where no child is hungry, hurt, alone, or rejected, and where all children and youth believe they are loved, respected, and treated with dignity.

The Georgetown Project Mission: Identify needs and develop resources, relationships, and services so that our youth becoming caring, capable, and resilient young adults.

Position Title: Early Childhood Specialist (Bilingual) – TGP Bridges to Growth

Reports to: Bridges to Growth Coordinator

Schedule: Average 26 hours per week. Occasional evening/weekend hours required.

Salary: \$25,000, 1 year contract

Resume & 3 References to: Lexy Largent, Program Director
lexy@georgetownproject.org
Please write Early Childhood Specialist in the subject line.

Job Purpose & Scope:

- Responsible for developing and leading high-quality educational programming for young children and their families and educating parents and caregivers on best practices in early learning and nurturing parenting.

Qualifications & Skills Requirements:

- Degree in Early Childhood, Child Development, or a related field, and at least 3 years of experience in an early childhood setting preferred.
- Bilingual (English & Spanish) required.
- Strong passion for the development and education of children. Must understand the importance of early environments that protect, nurture, and enrich the healthy development of infants, toddlers, and preschool children.
- Creative ideas for engaging children and families.
- Ability to comfortably manage groups of children in a positive, developmentally appropriate manner.
- Ability to relate to and communicate with parents and caregivers from diverse backgrounds in a caring, non-judgmental manner.

- Detail oriented with strong project planning and organizational skills.
- Ability to work independently, exercise initiative, and exhibit good judgement.
- Ability to operate computers and general office software (including word-processing, spreadsheet, and database software).
- Must be able to lift 35lbs.

Duties and Responsibilities:

- Plan and lead enriching and educational activities for young children and their families.
- Educate parents and caregivers about child development and connect them with needed resources.
- Engage children in play and educate caregivers about the importance of play and creative ways to deepen play.
- Sets up/takes down classrooms for activities.
- Represents The Georgetown Project Bridges to Growth at community events on occasion.

Working Relationship:

- Must be comfortable with a team-oriented staff that values collaboration, innovation, and a good sense of humor.
- Must be comfortable interacting with children of all ages, parents and caregivers, community members, non-profit partners, community agencies and organizations, board members, volunteers, and donors.
- Must be comfortable working with people from diverse cultural backgrounds.
- Must demonstrate behavior that is professional, ethical, respectful, and responsible in all settings.

The Georgetown Project is an equal opportunity employer that values diversity. We encourage candidates from all backgrounds to apply. A background check will be required before hiring.