



## Job Description

### Durham's Partnership for Children

**Job Title:** Bilingual Family Engagement Assistant      **Reports To:** Family Engagement Specialist  
**Classification:** Part time/Non-exempt      **Department:** NC Pre-K/Program  
**Effective Date:** February 2021

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### Job Statement

**Durham's Partnership for Children has a part time 28-32 hour/week temporary position.**

In response to the Covid-19 pandemic, Durham's Partnership for Children adopted virtual programming for our birth to age five services. Many families are finding themselves trying to navigate virtual learning and schools have limited resources and manpower to provide additional support.

The Bilingual Family Engagement Assistant would provide assistance for online family engagement activities as well as bilingual virtual learning transition activities and materials that focus on school readiness, literacy, healthy social emotional development, and child development.

**Duties** include, but are not limited to, the following. Other duties may be assigned.

- Work closely with the NC Pre-K team and Family Engagement Specialist to provide programmatic support (Information collection, virtual learning, transition to Kindergarten, academic, and social-emotional activities)
- Creating a warm, engaging, and inclusive learning environment for children and families
- Build strong relationships with families to respond to their needs
- Build trust and rapport with parents by establishing clear and open lines of communication
- Communicate effectively with all necessary stakeholders (students, families, and DPfC staff)

### **Specific Requirements and Qualifications**

- Experience working with children preferred
- Preschool or K-12 teaching experience preferred
- Must be bilingual (converse, read, and write in both non-English and English language)
- Must be able to work independently and efficiently within stated schedule
- Must demonstrate abilities related to working with diverse families with young children
- Must demonstrate excellent organizational skills in fast-paced environment
- Must be accurate and proficient in Microsoft Word and Excel
- Must maintain confidentiality and meet the highest ethical standards of service
- Must have a valid driver's license and regular access to an insured, registered vehicle.



**Physical Demands:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, speak, and hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**Work Environments:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. An individual in this position will be exposed to conditions typical of traveling office staff.

This is a non-exempt position without benefits, other than paid federal holidays that may fall within the employment period. Some weekend or evening hours may be required, with advance notice, not to exceed 32 hours/week. Durham's Partnership for Children is an equal opportunity employer committed to diversity, equity, child safeguarding, and inclusion.

**If you are interested in applying for this position, please send your resume to [mail@dpfc.net](mailto:mail@dpfc.net).**