



Refugee Women's Alliance (ReWA) is a nationally recognized multiethnic nonprofit organization that provides award-winning services to refugee and immigrant women and their families in King and Snohomish Counties.

## **JOB OPENING**

**POSITION TITLE:** Early Childhood Program Site Coordinator  
**REPORTS TO:** Early Childhood Education Director  
**STATUS:** Regular Full-Time (40 hours per week)

### **SUMMARY:**

The coordinator will assist the ECE Program Director by assuring the delivery of a safe, nurturing, developmentally appropriate and culturally relevant program within the guidelines of the agencies policies and procedures, performance standards, and licensing guidelines.

### **ABOUT REWA:**

ReWA promotes inclusion, independence, personal leadership, and strong communities by providing refugee and immigrant women and their families with culturally and linguistically appropriate services. ReWA advocates for social justice, public policy changes and equal access to services while respecting cultural values and the right to self-determination.

Our clients come from more than 70 countries across the globe, including Africa, Southeast Asia, and the Middle East. ReWA provides social services to every member of a refugee or immigrant woman's family, from infant to senior. These services, delivered in more than 50 languages and dialects, are designed to make a long-lasting impact in our clients' lives and help them thrive in the Puget Sound community.

### **RESPONSIBILITIES:**

- Serve as Site Coordinator in collaboration with the ECE Director and other members of the ECE Administrative Team.
- Assist with monitoring compliance with program contracts, performance standards (ECEAP & Step Ahead) NAC (National Accreditation Commission) requirements, and Licensing and Early Achievers Guidelines with a focus on facilities, health, safety and nutrition components.
- Compile data and assist with reports as required.
- Filing (staff time off request, reimbursements, city subsidy vouchers, DSHS monthly co-pay paper etc.).
- Ensure compliance with Health Policy, Disaster Plan and inspection requirements (smoke alarms, fire extinguisher, Seattle Fire Department).
- Plan and conduct monthly fire drills, quarterly earthquake drills and bi-annual lockdown drills.
- Monitor fire and earthquake drills, first aid and disaster supplies.
- Monitor and coordinate staff health and safety training (1st Aid, CPR, Bloodborne Pathogens, food handlers, medication management, communicable disease, disaster preparation etc.).
- Monitor and file child and adult injury reports. Monitor and perform regular analysis in partnership with Program Director.
- Oversee building and playground health and safety.
- Collaborate with program cooks in finalizing monthly menus in compliance with USDA guidelines.
- Complete monthly meal count report, quarterly meals observations, annual study month review per USDA requirements.
- Ensure hand washing protocol is followed.
- Support the maintenance of class ratios as per licensing guidelines; step in to classroom if necessary.
- Keep children's emergency contacts and pickup lists current.
- Keep children's allergy, asthma and other medical condition list current; update allergy list monthly.
- Ensure medication management procedure is followed (ex. Allergy/asthma care plan, medication administration, renew expired medication etc.).
- Provide computer technical support to ECE Staff.
- Attend program and agency staff meetings and trainings.
- Ensure professionalism and high program quality.
- Foster teamwork and cooperation among staff.
- Maintain confidentiality of all ReWA's ECE participants' files.
- Other related duties as assigned by the ECE Program Specialist and Director.

#### **MINIMUM QUALIFICATIONS:**

- A.A. in Early Childhood Education or related field or equivalent work experience.

- Excellent written and verbal communication skills.
- Strong problem-solving skills.
- Ability to work in a team-oriented environment and to handle multiple tasks.
- Experience working in multi-cultural/lingual environment.
- Must meet federal and state health and safety standards and maintain credentials for childcare (1st Aid, CPR, Food Handler, CPS training, pass a TB test).
- Must pass a background check.
- Able to work flexible hours on occasion.
- Excellent organizational and computer skills.
- Ability to communicate effectively with individuals from diverse cultural backgrounds.
- Respect for others' experiences, opinions, language, values, culture, and knowledge.
- Access to a reliable source of transportation.
- WA state driver's license and vehicle insurance.
- Experience working with immigrant and refugee families.
- Bicultural/bilingual in Spanish, Vietnamese, Chinese, French, Omoro, Amharic, Eritrean, Somali, or Tigrinya

**BENEFITS:** Medical insurance, dental insurance, life insurance; Long Term Disability; 403(b) retirement savings plan; paid vacation, holidays, and sick leave.

**TO APPLY:**

[https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101\\_000001&type=JS&lang=en\\_US](https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101_000001&type=JS&lang=en_US)

ReWA is committed to a diverse candidate pool, values and inclusive workforce and workplace environment and wishes to minimize or eliminate the impact of implicit bias during the search and hiring process. Women, minorities, and other underrepresented groups are especially encouraged to apply.

**BACKGROUND CHECKS:**

ReWA is committed to providing a safe and secure staff and client environment. Employment at ReWA is contingent upon a successful background check on each new employee. Candidates to whom an offer of employment is made will be required to sign a Release of Information Form authorizing ReWA to conduct a thorough background check

**CLOSING DATE:**

Open until filled

**EQUAL OPPORTUNITY EMPLOYER**

ReWA is committed to the principle of equal employment opportunity for all qualified individuals. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, family or parental status of any other status protected by the laws or regulations in the locations where we operate.