



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 Education Program Specialist  
**REPORTS TO:** Early Childhood Education Program Director  
**STATUS:** Full Time (40 hours per week)  
**SALARY:** \$28.00 to \$34.00

### **SUMMARY:**

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

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### **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:**

- Assist staff in the technical aspects of using computer-based assessments and tracking tools: Teaching Strategies GOLD Objectives for Development & Learning, Ages and Stages Questionnaire, MERIT and Learning Stories.

- Compile data and assist with reports as required.
- Participate in scheduling for program planning time and unanticipated staffing needs.
- Assist with enrollment of children; enter students into data base and update records; help parents change schools as needed.
- Generate invoices.
- Responsible for DSHS, City Subsidy monthly invoices; maintain current communication with families on voucher duration and help with benefits renewal.
- Monitor daily attendance record and reasons for absences. Collaborate with teachers to intervene with families when extended or very regular absences occur.
- Foster positive relationship with families and create family engagement opportunities in collaboration with teachers.
- Monthly classroom observation, facilitating reflective practices with teachers and Director. • Assisting volunteer placement, schedules, provide support for parents, staff and volunteers in collaboration with the ECE Director.
- Conduct routine check on children's and staff files.
- Support the maintenance of class ratios as per licensing guidelines, step into classroom as necessary.
- Ensure professionalism and high program quality.
- Attend program and agency staff meetings and trainings.
- Other duties assigned by ECE Program Director

#### **MINIMUM QUALIFICATIONS:**

- Associate of Arts in Early Childhood Education or related field or equivalent work experience.
- Two years or more experience working with preschoolers.
- Excellent written and verbal communication skills.
- Strong problem-solving skills.
- Ability to work in a team-oriented environment and to handle multiple tasks.
- 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.

**Preferred Qualifications**

- B.A. Degree in Early Childhood Education or other related areas.
- Certified in High Scope curriculum and worked in High Scope preschool classroom.
- 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.