JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Estrellitas Community Liaison (Bilingual)</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Programs – Estrellitas</td>
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<tr>
<td>Reports to (Job Title):</td>
<td>Early Education Manager</td>
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<tr>
<td>Location:</td>
<td>Sonoma, CA</td>
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<tr>
<td>Date Approved:</td>
<td>July 22, 2021</td>
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</tbody>
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| Full-Time | X Part-Time | X Regular | Temporary | Exempt | X Non-Exempt |

SUMMARY DESCRIPTION

Under the supervision of the Early Education Manager the incumbent will be responsible for representing Estrellitas de La Luz (La Luz Center’s Early Childhood Education Hub) and SVUSD in the community. The incumbent will be responsible for recruiting families to receive Estrellitas services by working closely with the Community Liaisons at the five SVUSD elementary schools and four district preschools. This position will facilitate quarterly Partners Roundtable meetings to ensure sufficient resources are available to support Sonoma Valley families to help their children become school ready by implementing a Collective Impact Framework.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Designs, develops, and delivers culturally and linguistically appropriate outreach programs to connect families from SVUSD with children 0-5 to Estrellitas programs and services that increase kindergarten readiness.
- Works with other Community Liaisons, teachers, and staff of SVUSD’s five elementary schools and four preschools and with district administrators to identify families of children 0-5 who need support to ensure their children are school ready.
- Promotes Estrellitas programs and services by working with staff from SVCHC and WIC.
- Encourages input and feedback from socioeconomically disadvantaged Latinx parents of children ages 0-5.
- Facilitates meetings of the Estrellitas Partners Roundtable; Takes minutes at meetings, types, and distributes them to meeting participants.
- Attends meetings of the Estrellitas Asociación de Padres.
- Participates in Estrellitas and SVUSD elementary school and preschool staff meetings, as required.
- Coordinates and promotes public awareness of early childhood education and La Luz Center’s and SVUSD’s programs at large public events.
- Recruits participants for a variety of Estrellitas programs, including parenting education and literacy, financial supports, accessing health and wellness programs, and parent leadership, engagement, and advocacy.
- Ensures participation in Estrellitas case management, classes, forums and other events through building rapport and trust within the community.
- Addresses basic questions regarding Estrellitas programs and other La Luz Center and SVUSD programs and services and refers community members to the appropriate resources.
- Works with Estrellitas, La Luz Center, and SVUSD staff to create positive change in the community.

**JOB KNOWLEDGE AND ABILITIES**

- Demonstrated proficiency and excellence in Spanish and English verbal and written communication skills.
- Demonstrated ability to design exceptional outreach programs and communications programs. Solid track record of successful program implementation and outcomes.
- Applies effective advocacy and outreach techniques to engage the community, targeted audience, and applicable community-based organizations (CBOs).
- Exceptional public speaking skills in both English and Spanish.
- Exceptional interpersonal skills.
- Must be able to connect with and motivate people of diverse backgrounds.
- Ability to establish rapport and trust, and engage and motivate others, especially within the Latinx community.
- Ability to work both in a team and independently, with limited supervision.
- Demonstrates commitment to the missions of La Luz and SVUSD.
- Respect client and student confidentiality at all times.
- Demonstrate the skills of active listening, thinking critically and understanding complex issues.
- Must be able to demonstrate the knowledge and skills necessary to make effective decisions by assessing and evaluating a variety of information and different opinions.
- Must be a self-starter, get along well with others, adaptable, willing to learn new things, and above all else, follow-through with projects to their completion
- Maintain accurate records in Salesforce database.
- PC literacy and proficiency in all Microsoft Office Suite and Zoom applications.
- Able to read, apply, and adhere to organizational policies and procedures.
- Commitment to excellence and high standards, including integrity and ethics.

**EDUCATION AND EXPERIENCE**

- Bachelor’s degree in Education, Social Services, Public Health, Health Education, or related field or a combination of education and experience.
- Three years’ experience working with Latinx, low-income and/or underserved populations.
- Knowledge of and/or previous experience working in The Springs area of Sonoma Valley is preferred.

**WORK ENVIRONMENT / PHYSICAL DEMANDS**

Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

- The work environment varies and includes driving to various community sites, including schools, SVUSD central office, homes of Sonoma Valley families with children 0-5, SVCHC, and CBOs.
- Ability to lift up to 20 pounds.
- Hearing, seeing, sitting, standing, bending, and walking is frequent. Computer work is frequent.
- Possession of a valid California drivers’ license. Incumbent will be required to use personal vehicle in the course of work and provide proof of vehicle insurance which is acceptable to La Luz Center. Requires driving to multiple sites.
Ability to work extended hours, including weekends.

CONTACTS
- Internal - all levels of team members at La Luz Center and SVUSD
- External – clients, community members, agencies, healthcare professionals, leaders of CBOs

MANAGEMENT/SUPERVISORY RESPONSIBILITY
- May direct or coordinate with assigned individuals or teams.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.