



Job Title: EPEL Basics Coordinator - Greater Elgin Communities (Full-Time)

Department: Community and Family Impact

Reports to: Executive Director

Organization Overview: Elgin Partnership for Early Learning (EPEL) is an early childhood community collaboration dedicated to enhancing early childhood development and building equitable and accessible early childhood system. EPEL brings together the expertise of over 140 community partners across health, social services, family support, and resources, working in unison as a community effort to support and prepare children for both school and life. Through this collaboration, we create a connected community plan that serves as a roadmap to readiness, ensuring a high-quality early childhood system that benefits all of our community's youngest children and their families. Our primary focus is on closing the readiness gap before children enter school.

Mission: EPEL engages families, organizations, the early childhood workforce, and healthcare providers to create a collaborative, community-wide support system, ensuring every young child succeeds in school and life.

Vision: Young children and their families in the Greater Elgin Area have equitable opportunities to thrive.

Job Description: EPEL is expanding our team with the addition of *The Basics of Greater Elgin Coordinator*. This role will be instrumental in leading the implementation of a new community-based early childhood initiative: *The Basics*. The candidate will be key in driving community and family engagement, effectively communicating the five Basic Principles, and ensuring the initiative aligns with our community readiness objectives. The Basics Coordinator will work directly under the Executive Director and collaborate closely with the EPEL Community and Family Engagement Coordinator.

Summary & Scope: The Basics Coordinator of Greater Elgin will oversee the launch and implementation of *The Basics* initiative across the Greater Elgin communities, following five key principles. The role requires close collaboration with early childhood educators,

community partners, health care providers, and volunteers to ensure the success and sustainability of the initiative.

Essential Duties & Key Responsibilities:

- **Plan and Implement Outreach** with EPEL’s Community and Family Engagement Coordinator targeting outreach in the community and neighborhoods where children are less likely to be ready for school.
 - Assist in planning and facilitating family/child engagement activities, workshops, and outreach events focused on strengthening family participation and enhancing school readiness skills through *The Basics* framework.
 - **Cultivate Connections with Families and Community Partners** to further the mission of the non-profit to reach goals in a Collective Impact manor.
 - **Implement Strategies** that are culturally and linguistically responsive practices that uplift the strengths of our diverse families and community.
 - **Build and Maintain Collaborative Partnerships** with human service agencies to maximize resources and support programs that provide early childhood opportunities for families with young children to raise awareness of *The Basics* Principles.
 - **Communication:**
 - Participate in and deliver presentations, workgroups, and trainings (in both English and Spanish) on *The Basics Principles*, promoting early learning, racial equity, and community systems development.
 - Assist in developing social media messaging and outreach materials for *The Basics initiative* (including social media and newsletters) to increase community awareness.
 - **Leadership & Network Growth:** Establish Greater Elgin communities as a recognized regional, state, and national participant in *The Basics* network.
 - **Track and Analyze Program Data** to evaluate outcomes and prepare reports.
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Education and Professional Competencies:

- Bachelor’s Degree in Elementary Education or Early Childhood Education preferred or related field with three years of relevant experience in a collaborative community.
- **Bilingual (Spanish/English):** Strong verbal and written skills in both languages.
- Committed to EPEL’s mission, vision, and goals.
- Strong interpersonal, communication, and networking skills.
- Experience in community organizing, social services, community health and/or early childhood education preferred.

- An understanding of how early childhood development and the impact that *The Basics* Principles and other early learning programs can have on children, families, and caregivers.
- Ability to plan, implement, and evaluate program initiatives. Proven track record in organizing and executing programs aimed at achieving measurable and impactful social change.
- Demonstrate ability to effectively work independently and collaboratively with staff in a variety of settings to achieve goals within established deadlines.
- Maintain an understanding of relevant early childhood and family support programs, such as:
 - Child Care Assistance Program (CCAP)
 - Preschool for All, Head Start, Early Head Start
 - DCFS Child Care Licensing, ExceleRate IL
 - Home Visiting Programs (Parents as Teachers)
 - Early Intervention Screening & Referrals
 - Health & Social Services (All Kids, WIC, TANF, etc.)
 - Public Housing Assistance, IRIS, Illinois Cares for Kids
- Able to provide own transportation to such meetings at various locations. Reliable automobile, valid driver's license, and qualifying automobile insurance are required.

Flexibility to work occasional night and weekend hours may be required to complete community and family engagement activities successfully.

Working Relationships:

- Partner with EPEL staff, other Basics communities, partner agencies' staff, nonprofits, civic and religious organizations, child care facilities, school system, health departments, obstetricians, hospitals, institutions of higher learning, government entities, and other organizations to create a plan to work with new families and caregivers.

Technical Knowledge:

- Proficiency with a Windows operating system, MS Word, Excel, PowerPoint, Outlook, SmartSheet, virtual meeting platforms, data management tools; experience with Canva and social media platforms.

EXPERIENCE:

Three years minimum experience working with families with children from low-income and Illinois' priority populations (vulnerable populations), demonstrating a deep understanding of institutional poverty and the cultural framework of the Elgin, South Elgin, Hanover Park, and Streamwood, IL communities.

BENEFIT PACKAGE:

- Stipend toward cost of health insurance
- Unlimited PTO to balance work and personal life
- Paid Sick Leave
- Flexible work hours. Remote and hybrid work opportunities.
- Computer provided
- Salary range \$53,000-\$60,000 depending on experience

This job description is intended to convey the essential functions of this position and it is not intended to be an exhaustive list of skills, duties, responsibilities, or working conditions associated with the position. This is an exempt position.

*Cover letter and resume can be sent to Amber Peters, amberpeters@elginpartnership.org

