



**PRAB**



PARTNERS IN YOUR LIFE'S JOURNEY  
COMPAÑEROS EN EL VIAJE DE SU VIDA

**LIVE UNITED**



United Way  
of Central Jersey

## VISTA COMMUNITY ACTION PROJECT **EARLY LEARNING COORDINATOR**

@ United Way of Central Jersey

*Improving the capacity of the early learning provider community in Middlesex County to deliver high-quality and affordable early childhood education to children, ages 0-5*

The United Way of Central Jersey (UWCJ) is seeking an Early Learning (EL) Coordinator, who will improve the capacity of the early learning provider community in Middlesex County to deliver high-quality and affordable early childhood education to children, ages 0-5. In the process, you will build on emerging efforts that respond to the needs of the Middlesex County low-income individuals and families, who could benefit from free or reduced early childhood and preschool services.

As the EL Coordinator, you will work closely with new and existing early education providers throughout Middlesex County, especially in municipalities that do not provide free or reduced preschool, and have high numbers of babies who are eligible for Medicaid. You will provide training to the providers to strengthen their work, and maintain and use our tools. You will also share and update this work via technological means.

In addition, you will be part of the broader PRAB VISTA Community Action Project (CAP), which is a partnership between PRAB and the United Way of Central Jersey. You will join a dedicated and supportive professional team of service providers, and a VISTA team that is working on Community Partnership and Volunteer Development, Communications and Special Events, Resource Development, and Institutional Development.

### **YOUR VISTA RESPONSIBILITIES**

- ♦ **Organize** events and develop tools to promote family engagement in the areas of literacy & math
- ♦ **Create** a clearinghouse of readiness programs, and coordinate summer kindergarten readiness programs
- ♦ **Create** a database of key contacts at schools and childcare facilities, and identify how early learning providers are currently connected to local public schools
- ♦ **Develop** manual of transition programs including planning and curriculum information
- ♦ **Develop** strategic community outreach plan, and conduct outreach to increase understanding of the importance of high quality early education
- ♦ **Produce** a guide/calendar of family engagement strategies, activities & resources for pre-school
- ♦ **Partner** with institutions to increase family providers

#### **PRAB**

90 Jersey Avenue, New Brunswick, NJ 08901  
P: 732.828.4510    www.prab.org

#### **United Way of Central Jersey**

32 Ford Avenue, Milltown, NJ 08850  
P: 732-247-3727    www.uwcj.org



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## **YOUR VISTA BENEFITS**

- ♦ Modest Living Allowance
- ♦ Healthcare Allowance OR VISTA Health Benefit Plan
- ♦ Relocation Allowance (if applicable)
  - ♦ Deferment or Forbearance of federal student loans
- ♦ Earn one year non-competitive eligibility for employment in the federal government, allowing you to apply for federal jobs with the advantage of not having to go through the standard public competitive process
- ♦ End-of-Service Education Award OR Cash Stipend
- ♦ Supplemental Personal & Professional Training
- ♦ Childcare Assistance (if eligible)

## **BASIC ELIGIBILITY REQUIREMENTS**

- ♦ College Degree
- ♦ Reliable Transportation

## **YOUR SERVICE SITE**

United Way of Central Jersey  
32 Ford Avenue, Milltown, NJ 08850

UWCJ has been addressing the human service needs of residents of Middlesex County since 1930. Its mission is to provide leadership to create opportunities for a better life for people living or working in our community who are needy, at risk and vulnerable. UWCJ mobilizes people, organizations, and financial resources to create and sustain programs that achieve targeted outcomes and lasting change through volunteerism, partnerships, services and advocacy.

## **YOUR START DATE**

July 30, 2018

## **HOW YOU CAN APPLY**

<https://my.americorps.gov/mp/listing/viewListing.do?id=81075&fromSearch=true>