SMART Family Early Childhood Coordinator

Employer: *SMART Family Literacy, Inc.*
Reports To: SMART Family Literacy Executive Directors
Location: Galveston County, Texas (includes in-person and occasional remote work) Primary emphasis for this position will be to serve families located on Galveston Island.
Status: Full-time, 40 hours per week
Compensation: $55,000-$60,000 Based on experience and qualifications
Benefits: Currently, this position does not offer formal benefits. Health insurance may be available in the near future.

Position Summary

The Early Childhood Coordinator (ECC) supports early learning and family engagement initiatives that build healthy, resilient learners from birth through age five. The ECC will lead the implementation of individual, family-focused visits and activities and SMART Family Literacy's family engagement programs. The ECC provides home visits, parent–child group sessions, developmental screenings, and resource connections for families.

The ECC strengthens community partnerships across childcare centers, school districts, and family service providers to expand access to high-quality early learning, literacy, and parent education programs in Southern Galveston County with emphasis specifically on Galveston Island.

Key Responsibilities

Family Engagement and Home Visiting

- Recruit pregnant women and families with children birth to age five into the family focused program
- Conduct twice-monthly individual visits using an approved early childhood curriculum.
- Facilitate parent–child group sessions once per month - locations arranged with partners
- Conduct developmental screenings and make referrals to local providers for follow-up as needed.
- Provide families with children's books and literacy materials to promote home reading and language development.
- Support SMART Family Literacy's bilingual and inclusive approach by engaging families of all backgrounds, including children with special needs.

Program Coordination and Collaboration

- Coordinate with SMART Family Literacy staff and community partners to align family literacy and early learning activities.

- Support data collection, evaluation, and reporting requirements for both organizations. Data collection involves the creation and maintenance of databases in Excel Spreadsheets or Google Sheets.
- Technical skills must include the use of programs such as Canva, Eventbrite, Smore, and others.
- Participate in professional development, technical assistance, and trainings offered as assigned
- Uphold child safeguarding standards, documenting and reporting concerns in accordance with organizational and public policies.

Community and Educator Support

- Represent SMART Family Literacy at community and family engagement events, including SMART Parties.
- Collaborate with childcare centers and school districts to distribute books and materials that build home and classroom libraries.
- Assist with outreach for SMART's professional development conferences and community reading events.
- Support resilience and recovery initiatives for families and childcare centers following local emergencies or disasters.

Qualifications

- Associate or Bachelor's degree in Early Childhood Education, Family Studies, Child Development, or a related field, or equivalent experience. Master's Degree preferred.
- Experience working with pregnant women, children birth to five, and families in diverse or rural communities.
- Familiarity with home visiting models and family engagement best practices.
- Knowledge of early childhood developmental milestones and screening tools (e.g., Ages & Stages Questionnaires).
- Ability to work independently and manage flexible scheduling that includes some evenings or weekends.
- Reliable transportation and valid driver's license (mileage reimbursed).
- Basic computer literacy (Microsoft Office, Google Workspace, web-based data entry).
- Willingness to participate in regional and national trainings.
- Bilingual English–Spanish preferred.

Work Schedule and Employment Terms

This is a full-time, year-round position (40 hours per week). The role includes community-based work across Galveston County with travel for home visits, trainings, and events. Employees are paid as staff with taxes withheld per applicable regulations.

Punctuality and reliability are essential to job performance and maintaining working relationships with partners.

Professional dress is based on the expectations of daily activities. When with families, the wardrobe should be professional but comfortable enough to play on the floor with families and small children. Business and business casual attire is required for partner meetings and special events. When working in gardens, closed-toe shoes and sun protection are required.

Anticipated start date is January 5, 2026.