



**Job Type: Full-time Family Liaison/Substitute**

El Primer Paso Ltd., a nonprofit bilingual educational services corporation serving preschool children and their families, is seeking to employ a full-time Family Liaison/Substitute to assist in the classroom, as needed, and to support parents through information, referral, follow-up, and parent education programs. The successful candidate will also be able to assist the Executive Director with marketing strategies using social media.

**Qualifications:**

- Two years of college (A.A. degree or working toward Bachelor's) in education, social work or a related field.
- Bilingual (English/Spanish). Able to handle face-to-face and phone conversations, read and translate letters and other documents.
- Self-directed individual who can follow through with assigned tasks with minimal supervision.
- Excellent interpersonal skills. Able to interact comfortably with parents, children, staff and the general public.
- Some experience working with preschool age children.
- Social media marketing experience desirable.

**Terms of employment:**

- Full-time school year position (September - June)
- Additional summer hours may be available
- Flexible schedule with some evenings

Send cover letter, transcripts, degree, and resume to Kathleen Casiano, Executive Director.

Email: [director@elprimerpaso.org](mailto:director@elprimerpaso.org)