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Dover, NJ 07801
Phone 973-361-0880 / Fax 973-361-8033
Email: director@elprimerpaso.org
Website: www.elprimerpaso.org

Job Type: Family Liaison/Substitute (Maternity Leave)

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 for a Maternity Leave position. Duties will include assisting in the classroom, as needed, and supporting 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:

- Maternity leave position (March 2026 through October 2026)
- 40 hours per week
- Flexible schedule with some evenings

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

Email: director@elprimerpaso.org