



# WE'RE HIRING!

**We need part time bi-lingual Parent Ambassadors to work with families at library branches in East Boston, South Boston, Mattapan, Brookline, Quincy and Watertown for up to 21 hrs/week.**

## **Summary:**

The Parent Ambassador is a key member of the Community Engagement Team working directly with the Senior Manager Community Engagement and is responsible for supporting the implementation of the Linking with Libraries Project in the selected communities. This position engages with librarians and library staff in the community, parents and caregivers of young children, families and community-based organizations we work with as part of this project.

## **Essential Job Functions:**

- Engage in outreach efforts to increase participation in family programs held at libraries.
- In collaboration with Community Engagement Team staff work closely with librarians and library staff to facilitate family engagement activities in identified libraries.
- Work with Community Engagement Team staff to develop, build and distribute Family Learning Kits.
- Participate in trainings on the use of Family Learning Kits and co-facilitate training for parents on using the kits at home.
- Conduct bilingual story times in identified libraries.
- Provide translation support as needed.
- Attend required project trainings as scheduled.
- Participate in data collection efforts (surveys and/or interviews) after onsite libraries programs.

## **Qualifications:**

- High school diploma or GED
- Fluency in another language (Spanish, Haitian Creole, Cape Verdean Creole, Cantonese/Mandarin, Vietnamese)
- Interest in being a parent leader supporting other parents to promote the healthy development of young children with a focus on school readiness in informal settings in the community
- Experience working as part of a team
- Experience working with parents and young children
- Demonstrated ability to deliver programs to diverse families
- Knowledge of early learning and community resources in Boston
- Resident of the E.Boston, S.Boston, Mattapan, Quincy, Watertown, Brookline
- Ability to travel to/within the city of Boston for meetings

**Other Factors:**

- This is a part time position up to 21 hours per week
- Schedule : Monday through Friday (days will vary); occasional late afternoons required

**Physical Requirements:**

- While performing the duties of this position the Parent Ambassador is required to talk, hear, sit, stand and walk. Lots of walking and/or standing are required. The Parent Ambassador will be required to lift and carry materials up to 25lbs.

**To Apply:**

Send application or resume to Kacy Hughes

[hughes@bostonchildrensmuseum.org](mailto:hughes@bostonchildrensmuseum.org)

Fax (617) 423-3213

Applications available on our website:

<https://www.bostonchildrensmuseum.org/about/employment>