



# **Job Announcement**

## **Family Liaison**

**(Part-time position, 2-year time limited)**

Georgia Public Broadcasting (GPB) is hiring a Family Liaison in the Education Services Department. The GPB Family Liaison will be based in Dalton, GA and will report to the Early Childhood Education Manager. This position will represent GPB and work with partners in Dalton, GA to facilitate family engagement opportunities that bridge the home-to-school connection and promote kindergarten readiness.

### **Candidate Responsibilities:**

- Plan and facilitate family learning workshops and other activities that promote GPB and PBS KIDS resources and the utilization of educational media to improve student learning and empower families of children ages 2-8.
- Cultivate and maintain partnerships with families, educators, libraries, afterschool programs, community partners, child care centers, school districts, and other educational organizations to facilitate learning through a variety of media-rich, interactive learning experiences.
- Serve as a liaison for families engaged in GPB/PBS learning activities that may require language interpretation to maximize participation opportunities.
- Participates in a variety of meetings, workshops and committees for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.
- Prepares a variety of documents, reports and written materials (e.g. registrations, homeless lists, activity logs, phone logs, etc.) for the purpose of communicating information to parents, staff; providing written support, developing recommendations and/or conveying information.
- Responds to inquiries from a variety of internal and external sources (e.g. parents, students, teachers, staff, outside agencies, etc.) for the purpose of providing information and/or direction as may be required.
- Handle multiple tasks and priorities. Other duties as assigned.

### **Candidate Qualifications:**

- Associate's degree in early childhood education or related field of study or related work experience.
- Bachelor's degree or higher in early childhood education or related field preferred.
- Bilingual in English and Spanish.
- At least 2+ years of experience in early childhood education and/or family engagement. 4+ years preferred.
- Excellent communication skills.
- Demonstrated ability to be self-directed and work independently, as well as work collaboratively and cooperatively in teams.
- Commitment to educational equity, ensuring projects support inclusive access and implementation.
- Computer literacy and proficiency in Microsoft Office programs, Google Suite, Apple technology (iPads, etc.), and current educational technology practices.
- Must be able to work evenings and weekends, on occasion.
- Valid driver's license and dependable vehicle to travel to outreach events.
- Familiarity with PBS KIDS programs and resources.
- Knowledge of Dalton, GA and its early learning educational environment and institutions.

**To Apply:** Upload resume, cover letter, list of three references and applicant form on the GPB Job Center located at [www.gpb.org/jobs](http://www.gpb.org/jobs). ONLY Applications submitted through the GPB Job Center will be accepted, and ONLY completed applications will be reviewed.

**THIS IS A PART-TIME POSITION.**

**Hourly Salary Range: \$25.00 to \$35.00 per hour. No Benefits.**

**Deadline to Apply: Open Until Filled.**

**Georgia Public Broadcasting is an Equal Opportunity Employer.**