

Action for Children



Family Engagement Specialist

Family and Community Engagement · Columbus, OH · Full-Time

Who We Are

Action for Children is the local childcare resource and referral agency in Central Ohio. Our mission is to transform the lives of children by supporting, empowering, and advocating for the adults who make the biggest impact on children's lives—their parents, caregivers, and teachers.

We foster a supportive, collaborative, and mission-driven culture where staff are encouraged to bring their whole selves to work, grow professionally, and contribute meaningfully to the well-being of families and communities.

Learn more at actionforchildren.org

What You'll Do

Action for Children is seeking an individual to join its Family and Community Engagement team as a Family Engagement Specialist.

- Provide information, resources, and referrals to families seeking quality early learning opportunities, leveraging knowledge of early childhood education
- Assess customer needs and use a database system along with community resources to meet each client's needs
- Communicate with clients and provide relevant information through in-person meetings, telephone calls, or email
- Learn and manage a database system to keep information accurate, consistent, and updated, and track progress toward program goals
- Collaborate with team members to organize and participate in community outreach events that raise awareness of program services
- Support our on-site Resource Room and Early Learning Kits initiative

What We're Looking For

- Bachelor's degree in Early Childhood, Human Development & Family Studies, Human Ecology, or a related field
- Exposure to the early care and education field
- Proficiency with technology and experience with Microsoft Office Suite
- Previous experience working with electronic data management or database systems
- Ability to work with families of various backgrounds and cultures
- Working knowledge of local and state community resources
- Customer service expertise, and the ability to research and conduct community outreach to share all aspects of AFC's work
- Understanding of how intersecting systems of racial, gender, and class discrimination shape conditions for early childhood educators, childcare programs, and the children and families they serve

You'll Thrive Here If

You want to contribute to a workplace and profession that values collaboration, diversity, growth, and respect for all people. You're highly motivated, creative, and flexible, with strong attention to detail, organizational skills, and communication skills, and you take a proactive approach to identifying and working around obstacles to success. You're committed to the overall success of the program and team.

Benefits

- **Health coverage** — Health, dental, and vision insurance starting the first of the month after 30 days
- **Generous PTO** — Vacation days, personal days, and paid holidays
- **Hybrid schedule** — Mix of remote and in-office workdays
- **Retirement savings** — Employer match up to 1%
- **Paid parental leave** — 12 weeks fully paid for birth, adoption, and foster placements

How to Apply

Apply online at <https://www.paycomonline.net/v4/ats/web.php/jobs?clientkey=3E7E5ADB1EDBD6EE6581646E848F89D8>. Only candidates selected for interviews will be contacted. Final candidates will complete reference and background checks.

Action for Children is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.