



Collaboration for
Early Childhood



JOB POSTING: INTAKE COORDINATOR

WHO WE ARE

The Collaboration for Early Childhood is a collective impact agency in the Chicago suburbs. Our primary goal is to build the capacity of the community around us to support children under five years of age and their families. We work with early childhood professionals, community leaders and families to raise our community's ability to support young families.

We are a professional agency with a big heart and an important mission. We care deeply about the work that we do, and are looking for someone who above all has a passion for impacting the lives of children. Our work is complex and thorough and our goal is to bring about real and lasting change in the community.

WHO YOU ARE

You are a person with...

- a passion for improving the lives of families and children.
- a dynamic and positive presence.
- a great deal of comfort navigating social situations and meeting new people.
- strong writing skills in English.
- an ability to establish and maintain effective working relationships with a wide range of people.
- a strong sense of initiative and self-motivation. (Ability to take an idea and run with it).

WHAT THE INTAKE COORDINATOR WILL DO

The primary responsibility of the Intake Coordinator is to establish and maintain a presence in the community as a resource for families with young children. A successful person will develop a deep understanding of the work of the Collaboration for Early Childhood and the significance of early care and education. Then, a successful Intake Coordinator will become familiar with the resources and services available to the early childhood community in Oak Park and its surrounding communities. This person will also be a primary resource for families seeking access to publicly funded preschools. In its entirety, this work will revolve around the ability to sensitively respond to and serve families from all walks of life, with a range of support needs.

This position gives you an important role in closing gaps in access to information and services that some families encounter.

In the areas of referral and support, we envision that the Intake Coordinator will:

- Serve as the point person for referrals for phone, email and website forms or inquires by families and childcare programs;
- Refer individuals to Collaboration program areas and appropriate community resources;
- Support community partners making early childhood referrals;
- Support logistics and registration process for preschool referrals to and from the local elementary school district;
- Accurately complete intake screening for publicly funded preschools including tracking enrollment and service outcome;
- Serve as a liaison and support to publicly funded programs;
- Provide accurate reports and summaries of the data, program activities and progress on the Collaboration's indicators for success.

In the areas of resource development and data collection:

- Connect families who have children with disabilities through the referral process to specialized and supportive services;
- Accurately collect data including child, service and system outcomes for monthly reports to Collaboration leadership.
- Maintain accuracy and update program and community listings in the Early Childhood Resource Directory.

In the areas of community outreach:

- Work with Collaboration staff to inform the resources that are routed to the community;
- Attend select community meetings;
- Promote and support outreach efforts to find and engage children with the highest needs in programs;
- Complete other responsibilities, as needed.

Details at a glance

- Warm-line, responsive position
- Part-time schedule (with potential opportunity for full-time, depending on need)

How to Apply

Please send a cover letter and resume which highlights the skills that you would bring to this position.

Please send all correspondence to info@collab4kids.org. No calls, please.

Location

Based in Oak Park, Illinois. Currently remote, with hybrid model in future.

Level of Language Proficiency

There is no formal education background for this position. We recognize that skill comes through many different types of experience, and we want to create a path for inspirational and vibrant people of all backgrounds to apply for this position.

Because we do work with Spanish speaking families, the ability to speak and write in Spanish would be desirable, but not required.

Our Philosophy

The Collaboration for Early Childhood is committed to providing a positive and thriving work environment for all of its employees, contractors, volunteers, and partners. We hold strong values of diversity, equity, and inclusion as an integral part of our organizational culture. We prioritize trust, professionalism, and fairness in all of our areas of impact.