

Job Title: Angelina Office Enrollment and Outreach Specialist
Location: Angelina Preschool and Community
Hours: 40 hours per week (full time)
Salary: \$18 - \$20 per hour, depending on experience

Summary of Duties: Little Tokyo Service Center is a fast-paced nonprofit organization with a history of providing social services, childcare, economic, development and building affordable housing. The Enrollment and Outreach Specialist will help build Angelina Preschool's enrollment by researching and going out into the community to recruit more families. This position will report to the Child Development Department Director and Angelina Preschool's Program Director.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, sexual orientation, age, national origin or disability.

Responsibilities Include:

- Distributing and replenishing flyers around the Angelina Preschool community
- Actively works to expand the reach of LTSC's Child Development Programs
- Drive efforts to increase enrollment for Child Development Programs
- Researching ways and executing plans to build enrollment
- Forming connections with appropriate community partners and organizations
- Researching and contributing to social media and attending community events
- Assisting the Program Director or Program Assistants with enrolling new families

Additional Duties:

- Create English/Spanish enrollment packets
- Enroll families into LTSC's Child Development programs
- Data entry into CenterTrack and DRDP Online
- Responsible for creating and distributing quarterly newsletter
- Research and aid families in seeking additional resources
- Additional duties as requested by Child Development Department Director and Angelina Preschool's Program Director
- All onsite staff are required to assist in classrooms and additional duties as needed to achieve program goals and activities

Qualifications, Experience and Skills:

- **Bilingual in English and Spanish required**
- Experience with enrolling families into a state/federally funded program preferred
- Must have reliable means of transportation (miles will be reimbursed)
- Experience with technology and social media
- Strong attention to detail and organizational skills required
- Good verbal and written communication skills

Equivalent education or experience can be substituted for all minimum qualifications, except when legal requirements, such as a license/certification/registration, are required.

LTSC requires all Child Development Department employees to submit proof of COVID-19 vaccination

This is a permanent, non-exempt position. Benefits package includes health, dental, vision, paid holidays and sick days.

To Apply: Email resume and cover letter to Jacqueline Torres, jtorres@ltsc.org