

Enrollment Coordinator - Multi-Cultural Early Learning Services

Are you looking to use your **Chinese language speaking**, written and translation skills to secure a rewarding career? Do you want to work in an arena that supports local community families to meet essential needs, while **honoring diversity and inclusion**? Do you want to work in environment that not only honors those things in the community, but between staff and inside of the organization as well? If so, this could be the position for you.

Denise Louie Education Center (DLEC), an agency that provides multi-cultural early learning services to children and families, is searching for a **Mandarin or Cantonese speaking Enrollment Coordinator** to provide ongoing support and assistance to eligible families enrolled in DLEC programs, including assisting families in achieving family identified goals, referrals for services, providing resources and monitoring case files. This position will be a hybrid of in office and remote. In office work will be located in Seattle, in the **Beacon Hill and/or Magnuson Park areas**.

Who is Denise Louie Education Center?

Since 1978, the Denise Louie Education Center (DLEC) has provided high-quality multi-cultural early learning and family support services to ensure that Seattle kids will be ready to succeed in school and life. We believe that children from low-income families deserve to grow up in high-quality learning environments and we strive to close the “opportunity gap” so that all children can enter kindergarten ready to be successful. To learn more, go to <https://deniselouie.org/>.

What we will want you to do in this role:

- Establish and maintain working relationships with community agencies for referrals and resources for potential children and their families.
- Actively recruit, support, and facilitate the DLEC enrollment, placement and orientation process for children and their families.
- Implement policies, procedures and work plans for recruitment, application, enrollment, placement, and orientation.
- Maintain full program enrollment by maintaining current waiting lists, analyzing attendance, and filling identified enrollment opportunities.
- Collect and review all applications for follow-up items, eligibility requirements, and communicate appropriate action items to families or internal staff. Ensure completion that and eligibility files are either closed or completed.
- Manage “over income” roster and ensure funding compliance.
- Assist with the placement of children into appropriate learning environment.
- Monitor child/family status for attendance, transfer requests, and/or withdrawal requests.
- Withdraw children/families from the program as necessary according to procedures, relaying information to the appropriate staff and filling vacancies as per Head Start Performance Standards.
- Maintain all relevant ERSEA information in the online database.
- Ensure compliance with regulations directly related to determining, verifying, and documenting eligibility determinations.
- Identify/attend meetings/conferences etc. that relate to job and professional development.
- Prepare and submit accurate, detailed, timely, and professional reports as identified and requested. Provide report compilation and analysis as well as problem solving and solution-based narratives.
- Gather and submit information for the yearly audit and other DLEC/EHS/HS reports.

- Collaborate with EHS/HS staff to organize, facilitate and participate in any and all special community events to support recruitment.

What we'd like you to bring:

- A.A. or B.A. in Social Work, Sociology or related field; or, at a minimum, a credential or certification in social work, human services, family services, counseling or a related field within 18 months of hire.
- Bilingual in Mandarin or Cantonese spoken by DLEC parents.
- Prior experience in providing family support services or related field.
- Valid Washington State driver's license and daily access to a personal, legally licensed vehicle with proof of current automobile insurance or access to reliable source of transportation.
- Ability to work flexible schedule, including evenings and weekends as required.
- Computer proficiency and knowledge of basic office equipment.
- Excellent oral and written communication skills.
- Excellent organizational and time management skills.
- Knowledgeable about community resources available to low income and English as a second language adults.

Denise Louie Education Center offers a robust benefits package, which includes:

- Health and Dental Insurance
- Generous Paid Time Off
- Paid Holidays
- Supplemental Benefits
- Simple IRA with match
- Wellness Programs
- Professional Development

If this position looks like a fit for you, apply today!

Please apply with your resume and a cover message to jobs@allthings-hr.com