

# Ece Enrollment Specialist

Homes for the Homeless

New York, NY

Education Coordinator

Full-time

Onsite

\$40,000 - \$40,000 a year\*

\* ECE ENROLLMENT SPECIALIST

Posted on April 23, 2025

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## Organization Statement

Homes for the Homeless (HFH) is a non-profit social services organization operating family shelters throughout NYC that serve as a hub of opportunity for families both residing in shelter as well as those in the neighboring community. On-site programs range from childcare, early childhood education centers, afterschool clubs and programs, and youth recreation activities, such as sports teams, to housing assistance, case management, parenting workshops, career and job vocational training, support groups and substance abuse assistance, and family engagement and recreation events for the whole family.

## Job Description

As the Enrollment Specialist, you will play a pivotal role in our organization, supporting our Early Learning program. The Enrollment Specialist will provide a crucial service in helping our clients and community families get access to 3K and Pre-K for their children. Join us and be a part of an organization that values your contribution and cares deeply for the community we serve.

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## Responsibilities

- Manage the eligibility status of children in DOE 3K and Pre-K programs.Â
- Assist parents with the application and recertification process.
- Maintain accurate daily attendance records and associated reporting documents.Â
- Plan and execute in-house outreach events.Â
- Able to attend community meetings/events for outreach purposes.Â

- Able to work a flexible schedule when needed.
- Provide some assistance to teachers when needed.Â

## Qualifications

- High School Diploma- Associate's degree preferred.Â
- Familiar with HRA, ACS, and DOE systems.Â
- Strong written and oral communication skills.Â
- Comfortable with public speaking.
- Proficiency in maintaining necessary records/paperwork.Â
- Sensitivity and awareness while working with homeless and vulnerable populations.Â
- Bi-lingual preferred.Â
- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Associate's Degree

## Application Instructions

Contact

employment@hfhny.orgÂ orÂ

LSantana@hfhny.org

## Additional Information

Â In addition to a competitive salary, we provide excellent benefits including comprehensive health insurance (including medical, dental, and vision), an employer-funded 403(b) retirement plan, commuter benefits, life insurance, Work/Life Assistance Program,Â 3 weeks paid vacation, 10 sick days, 3 personal days, and 12 paid holidays.