



Title: Bilingual Education Coordinator (Spanish-Speaking)

Reports to: STEM Initiatives Program Director, Director of Education

Status: Full-time

The primary responsibilities of this full-time position consist of acting as a liaison to the Spanish-speaking community, supporting a long-standing partnership with the Westbury School District, assisting with the Together to Kindergarten program, supporting STEM and Education Programs, working with newcomer families, and translating written materials.

A successful candidate will be a proactive self-starter and demonstrate an enthusiasm for the Museum's mission and programs. Candidates must be able to work effectively in a team setting and collaborate across the organization's departments.

Job Duties

- Support grants working with local Spanish-speaking families
 - Act as a liaison with community families
 - Participate in quarterly DEAI/cultural competence training
 - Serve as a translator for meetings
 - Recruit families to participate in Listening Sessions
 - Attend monthly meetings
- Work to deepen relationships between Spanish-speaking immigrant community and the Museum
- Westbury STEM Program
 - Act as a liaison with community families
 - Assist all bilingual classes on field trips
 - Support family events (Family Nights, Community Nights)
 - Translate written materials, as needed
 - Film family engagement videos, as needed
- STEM and Education Programs
 - Coordinate and lead school and community events (at LICM and off-site)
 - Act as liaison with local districts interested in partnerships
 - Support existing STEM and Education Programs

- Together to Kindergarten (TTK) Summer Kindergarten Readiness Program
 - Serve as lead teacher for 2 sessions of summer programs for multilingual children whose caretakers were educated outside of the U.S.
 - Co-develop/modify lesson plans accordingly
 - Prepare for child and family visits and program events at the museum, including Family Reunion Nights
 - Serve as translator (written/oral)
- Floor Educator
 - Interact with visitors in Museum galleries
 - Create a welcoming, fun environment for visitors
 - Lead school tours

Job Qualifications:

- Bilingual (Spanish, English)
- 2-3 years' experience working in a museum or other education setting
- Experience working with immigrant communities
- Excellent written and oral communication skills (Spanish, English)
- Strong coordination skills
- Able to work independently while still being a team player
- Bachelor's degree in education and/or science field
- Must be able to work a flexible schedule

Hours: 35 hours/week (some evening and weekend work required).

Salary: \$25-28/hour, with benefits

For more information about Long Island Children's Museum visit www.licm.org or on Instagram, Facebook, LinkedIn, YouTube.

To apply: Please submit a cover letter and resume via email to: resumes@licm.org. Please put **Bilingual Education Coordinator** in the subject of the email. Resumes will be reviewed immediately.

The Long Island Children's Museum is an Equal Opportunity Employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants.