



Position Title: Bilingual Early Childhood Parent Consultant
Location: **Hybrid; working from home and various locations throughout Connecticut. Travel to New London office twice a month is required.**
Reports to: **Assistant Director (Project Director), Co-Executive Directors**

CPAC is hiring a **Bilingual Early Childhood Parent Consultant** to add to our **Early Childhood Team**. This is a 35-hour per week position; however, some weeks may require additional hours for specific activities and events.

Position Summary:

The *Bilingual Early Childhood Parent Consultant* will design and deliver interactive workshops, develop family-friendly resources, and support Parent Mentor and Parent Leadership initiatives. This role combines a focus on early childhood families and family leadership activities. The candidate will need to be able to engage families in their child's development and education, as well as train and engage early childhood providers. It is the goal to ensure that families and providers have the tools and confidence to support children with disabilities. This person will be a member of the Early Childhood Team and Bilingual Team.

Key Responsibilities

- Plan and facilitate virtual and in-person training opportunities for families and providers.
- Coordinate family workshops, including public speaking and storytelling sessions.
- Support Parent Mentors with training logistics, stipends, and tracking.
- Provide individualized support to families receiving early intervention (EI) Services or Special Education
- Coordinate and provide training for an 8-week Parent Leadership Series in Spanish
- Coordinate and facilitate quarterly Spanish Parent Leader's Roundtable
- Collect data and report on training, participation, and resource development activities.
- Attend Quarterly Strategic Planning sessions with Lead Agency
- Accurately maintain and submit timely data
- Maintain confidentiality

Qualifications

- Bilingual Spanish required
- Parent of a child/adult with a disability
- Strong knowledge in EI and Special Education
- Bachelor's degree in education, human services, or related field preferred (or equivalent experience).
- Experience in training, facilitation, or community engagement.
- Strong communication and presentation skills (in-person and virtual)
- Organized, detail-oriented, and comfortable managing multiple projects.
- Commitment to equity and supporting families of children with disabilities
- Parent of a child who has been through Birth to Three strongly encouraged to apply
- Self-directed, well organized, and committed
- Strong problem solving and interpersonal skills
- Excellent written and verbal communication skills
- Eagerness to receive and implement feedback
- Strong technology skills (Required to participate in and host meetings and trainings in Microsoft Teams and Zoom; manage and post on various social media platforms; create electronic newsletters; create and post videos and podcasts; enter data into management system (will train); and manage a blog in a format TBD)
- Proficiency with Microsoft office, Google Apps for Business (Gmail/Docs/Drive/Forms/Calendar)

Personal Attributes

- **Personable** with strong interpersonal skills.
- **Collaborative** and works well with others across the organization.
- **Adaptable and proactive**, able to balance multiple roles.
- **Trustworthy and confidential** with sensitive information.
- **Positive and professional**, with a strong service orientation.
- **Culturally responsive and inclusive**

Special Consideration:

- Travel throughout Connecticut may be required during the day, evenings, and occasionally on Saturdays.
- Occasional out-of-state travel for training or conferences may be required.
- All of our positions are grant funded and are dependent upon ongoing grant funding. The position is guaranteed to exist for one year and then it will be renewed annually as funding allows. The scope of work and responsibilities may change based on the needs of the organization and availability of funds.

Start Date: January 2026

To Apply:

Please send resume and cover letter via email with “**Bilingual Early Childhood Parent Consultant**” in the subject line to **Adriana Fontaine** at resumes@cpacinc.org.

We welcome people with disabilities to apply. The Connecticut Parent Advocacy Center is committed to providing equal employment opportunities to all employees and candidates for employment without regard to race, religion, color, national origin, ancestry, ethnicity, sex, pregnancy, gender identity, sexual orientation, age, physical or mental disability, genetic information, veteran status, or any other legally protected status or designation.