



Katherine Zygmont  
Director of Human Resources

# City of Meriden, Connecticut

## *Department of Human Resources*

CITY HALL  
142 EAST MAIN STREET  
MERIDEN, CONNECTICUT 06450  
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July 7, 2025

### **Parent Ambassador**

**Temporary/Part Time**  
**10 Hours per Month**

Must be able to work nights and weekends with advanced notice.

**General Description:** The Parent Ambassador is a trusted community member who helps connect families with local early childhood programs and services. As a parent leader, the Parent Ambassador will build relationships with families, share important information, and ensure parent voices are reflected in the design and implementation of the Meriden Early Learning Connection Local Governance Partner (LGP) work.

#### **Qualifications:**

- Must be a parent or caregiver with experience in early childhood programs and services in the Meriden community.
- Must possess a valid Connecticut driver's license.
- Must have reliable transportation.
- Must be able to lift at least 25 pounds.
- Must be able to work nights and weekends with advanced notice.
- Bilingual (English/Spanish) skills are a plus.

Please read the attached job description.

**Salary \$25.00 per hour**

Apply on line at <https://tinyurl.com/meridencareers> and you can email your resumes/applications to [humanresources@meridenct.gov](mailto:humanresources@meridenct.gov). Walk-in applications are also available in the Human Resources Department, City Hall, 142 East Main Street, Meriden, CT 06450.

Open until filled.

E.O.E.



## City of Meriden

### Job Description: Parent Ambassador

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**Position:** Temporary, part time. This is a 100% grant funded position.

**Hours:** The number of hours per month will be determined by community needs and event schedules. Total hours per grant year shall not exceed 120; exceptions may be made by the Director of Health and Human Services.

**General Description:**

The Parent Ambassador is a trusted community member who helps connect families with local early childhood programs and services. As a parent leader, the Parent Ambassador will build relationships with families, share important information, and ensure parent voices are reflected in the design and implementation of the Meriden Early Learning Connection Local Governance Partner (LGP) work.

**Supervision Received:**

The Parent Ambassador works under the general direction of the Director of Health and Human Services or designee.

**Examples of Duties:**

- Community Outreach and Engagement: Build connections with families in Meriden to raise awareness about Early Start CT programs and other local services.
- Trusted Messenger: Share accurate, timely, and culturally respectful information with parents and caregivers.
- Parent Voice and Advocacy: Gather input and feedback from families on early childhood experiences in Meriden and report the information back the LGP.
- Support Events and Meetings: Attend and assist with family-focused events, focus groups, or meetings hosted by the LGP or partner organizations.
- Collaborate with LGP and Partners: Work closely with the LGP team to promote family-centered strategies and equitable service delivery.
- Resource Navigation: Help parents understand and access child care, health, education, and other supports in the community.
- Monthly Reporting: Provide brief monthly updates to the LGP on outreach activities, family needs, and success stories on a provided tracking form.

**Knowledge, Skills, and Ability:**

- Strong communication and relationship-building skills.
- Ability to work independently and respectfully with diverse families.
- Must be able to engage with the public to communicate program services and make referrals to community services.

- Familiarity with early childhood services is a plus.

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