



Long Island Children's Museum
LONG ISLAND CHILDREN'S MUSEUM
POSITION DESCRIPTION

TITLE: Bilingual Education Coordinator (Spanish-Speaking)

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DEPARTMENT: Education **FLSA:** Non- Exempt

PREPARED: 4/29/2026

Position Summary

This full-time role is responsible for planning and implementing museum programs, and community partnerships that serve the needs of visitors and their caregivers. The position requires frequent public interaction, particularly with children and families, and offers a flexible schedule that includes evenings, weekends, and seasonal variations.

Key responsibilities include serving as a liaison to Spanish-speaking communities, supporting partnerships with the Westbury School District, assisting with STEM and educational programming, engaging with Together to Kindergarten and newcomer families, expanding school tour offerings with Spanish language, supporting promotional events in the community, and translating written materials.

The ideal candidate is a proactive, collaborative self-starter with a strong passion for the Museum's mission and the ability to work effectively across departments.

Duties and Responsibilities

- Support programs and initiatives serving Spanish-speaking families
- Provide on-site Spanish translation services
- Assist with community outreach and recruitment for Museum programs
- Collaborate with staff to strengthen relationships with the Spanish-speaking community
- Lead LICM field trips, offering Spanish-language support when appropriate
- Support family-focused events, including Family Nights and Community Nights
- Assist with program-related activities and special projects
- Support the educational programming at both on-site and off-site community events

SUPERVISION:

Received: Director of Education

Given: None



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MINIMUM QUALIFICATIONS:

Education: Bachelor's degree in education, Early Childhood Development, Child Development, or a related field

Experience: Prior experience in museum education, early childhood education, or community outreach is preferred.

Required Skills:

- Bilingual (English and Spanish)
- Strong Organizational skills
- Able to work independently while still being a team player
- Be able to work on a flexible schedule.
- Hold a driver's current license and have reliable transportation

WORKING CONDITIONS:

Environment: Indoor and outdoor programs, museum and classroom settings

Working Hours:

- Full Time
- 35 hours per week (evening and weekend work required)
- In-person, and off-site

Use of Equipment: Computer equipment and Cloud Based Applications

Must be able to lift 30 lbs. and carry materials.

Travel: yes

COMPENSATION/BENEFITS:

- **Salary:** \$25 to \$28 an hour

To perform this job successfully an individual must be able to perform each essential duty and responsibility satisfactorily. 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. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.



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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.