

POSITION DESCRIPTION

Title:	Early Learning Partnership Coordinator
Reports To:	Director of Early Childhood
Terms of Employment:	Non-Union Professional, 260 Day (year-round) NUP Grade 5
Positions Supervised:	Help Me Grow Care Coordinator Childcare Navigators Family Childcare Network Specialist

Broad Statement of Responsibilities:

The Early Learning Partnership Coordinator is responsible for developing and implementing a focused strategy for the early childhood navigation and outreach system in Kent County. This position oversees the implementation, coordination and evaluation of the navigation system. The coordinator serves as the lead contact with MiLEAP, who provides the details of the Scope of Work. Further, the coordinator will work with the community on matters of the day-to-day implementation of Help Me Grow.

Job Qualifications:

1. Master's Degree in Early Childhood, Early Childhood Development, Health Care Services, Community/Economic Development or related field required.
2. Minimum ten years employment experience working in early childhood administration, health services administration, community and/or economic development administration or related area(s).
3. Demonstrated leadership competencies and cultural sensitivity.
4. Ability to cultivate relationships between diverse populations and organizations in the community.
5. In-depth knowledge of existing early childhood services and resources (i.e., health, dental/oral health, mental health, human services) in the community.
6. Excellent oral and written communication skills.
7. Exceptional organizational, leadership and interpersonal skills.
8. Experience in strategic planning, data integration and analysis, and evaluation for continuous improvement.
9. Knowledge of best practices in family-centered care and family engagement.
10. Proven ability to work with a diverse group of people.
11. Proven ability to participate in and effectively facilitate group meetings in diverse community settings.

Job Responsibilities:

- Coordinate the planning and implementation of the countywide navigation system.
- Coordinate the benchmarking, tracking of progress, implementation and evaluation of the navigation system.
- Develop protocols and procedures to ensure high-quality service delivery.
- Coordinate and facilitate navigation system meetings.
- Identify system gaps and challenges and recommend strategies to address system needs.
- Independently design and produce assigned reports, as appropriate.
- Develop and maintain collaborative relationships with community partners, providers, educational institutions and other stakeholders.
- Coordinate communication among system partners and the broader local early childhood community.
- Assist in contract development with service providers, ensuring that contracts are prepared and executed accurately and timely, ensuring compliance with contract deliverables.
- Oversee and ensure website development.
- Attend, participate and/or facilitate across a range of related meeting, trainings and events.
- Maintain regular and consistent employee attendance.
- Perform other pertinent responsibilities as assigned by the Director of Early Childhood.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.