

NC Early Education Coalition

Building Strong Foundations for Babies Project

Job Descriptions

The NC Early Education Coalition is launching a new initiative called the “Building Strong Foundations for Babies Project” which is designed to advance public policies, programs, and funding to support the school readiness of young children, ages 0-3, and their families.

The Coalition is hiring for this project, which will be managed by the Coalition’s Policy Director. All positions will be directly employed by Child Care Services Association, which is the administrative and fiscal organization for this project, and will be housed at Child Care Services offices in Chapel Hill NC.

Interested applicants should submit their resume along with a cover letter stating which position they are applying for, why they are interested in this position and describe their related experience and skills. Positions are immediately available and job posting will remain open until the positions are filled.

Submit materials online to: jobsearch@ncearlyeducationcoalition.org.

Or by mail to: Attention: Human Resources at Child Care Services Association,

Address: P.O. Box 901, Chapel Hill, NC 27514

More information about the project may be found on the Coalition’s website at <https://www.NCEarlyEducationCoalition.org>.

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1) Job Summary: Infant/Toddler Policy Coordinator

The Infant/Toddler Policy Coordinator works with the Coalition’s Policy Director to identify and promote effective policy and programs for infants and toddlers and their families; develops educational materials such as fact sheets and policy briefs; develops training events and activities to build public support for infant/toddler issues; and meets with state early childhood stakeholders and policymakers on infant/toddler issues.

Position Description: Full time, 40 hours per week, requires travel to meetings and events.

Education and Experience Requirements:

Bachelor's Degree in Early Childhood, Social Work, Public Policy, Public Administration or related field with at least four years' experience in human services related field; Master's Degree preferred.

Special Skills:

- Effective oral and written communications skills.
 - Strong interpersonal and team skills.
 - Knowledge of early childhood policy and programs especially those benefitting infants and toddlers and their families.
 - Knowledge and experience in national, state or local policy development and understanding of political process.
 - Attention to detail and ability to manage multiple projects and timelines.
 - Strong initiative and personal organization skills.
 - Knowledge of MS Office, including Word, Excel, PowerPoint and Internet Research.
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2) Job Summary: Administration and Events Manager

This position provides a variety of administration and event support for the Coalition's Infant/Toddler project including facilitating communications between staff, committees, and early childhood stakeholders; coordinating meeting and events logistics; maintaining project invoices, records, reports and files; arranging travel for staff and project participants; and support for the Project Manager and CCSA Project Liaison.

Position Description: Full time, 40 hours per week, requires some travel to meetings and events.

Education and Experience Requirements:

Bachelor's Degree with three years administration and/or project management experience.

Special Skills:

- Effective oral and written communications skills.
- Computer experience with Microsoft Office suite of programs;
- Attention to detail with ability to accurately handle large volume of administrative work
- Ability to juggle multiple tasks
- Ability to operate typical office machines
- Ability to work independently
- Flexible, collaborative team work style