



**Tri-Town Youth Services Bureau
Early Childhood Council Coordinator**

JOB DESCRIPTION: EARLY CHILDHOOD COUNCIL COORDINATOR

I. Primary Function: *Manage the Early Childhood Council of Essex, Deep River and Chester. Increase collaboration with local early childhood programs and service organizations. Promote and conduct developmental screenings of children birth to five. Support social emotional development through parent education and professional development for educators and providers. Oversee the Preschool Scholarship Fund and aid families in removal of barriers to preschool education.*

II. Basic functions of the Early Childhood Council Coordinator

- A. With Executive Director and Early Childhood Council Members, formulate goals and objectives of the Council in compliance with funding sources. Work with volunteers to research evidence-based programs, policies, and local changes to expand developmental screenings, provide more parent support and education and improve access to preschool education.
- B. Partner with local preschools and organizations (pediatricians, libraries) to support social emotional development through screenings and parent education. Facilitate parent education programs, workshops or panel discussions. Connect parents to community resources and support.
- C. Represent the Early Childhood Council in the community; provide clear voice for healthy child development in Chester, Deep River and Essex. Host or attend family days, resource fairs, open houses, story hours and playgroups.
- D. Work with Development Director to contribute to Tri-Town's comprehensive Marketing Strategy to include early childhood themes, key facts and information and large-scale/community-wide multi-media campaigns (e.g., The Week of the Young Child or Preschool Scholarship Fund Development)

III. Responsibilities of the Early Childhood Council Coordinator

- A. Maintain accountability to Executive Director, Early Childhood Council and funding organizations.
- B. Assist with reporting to state and local grant programs.
- C. Work with Executive Director to execute series of Early Childhood Council meetings and educational events for community.

Responsibilities of Early Childhood Council Coordinator, continued.

- D. Establish and maintain public relations and working relationships with appropriate individuals and organizations of various sectors throughout the community through networking, trainings, presentations and other forums.

IV. Minimum Requirements

- A. Masters' Degree in administration, early childhood education, social work or related field OR Bachelor's degree and minimum of two years of work related to early childhood development or parent education.
- B. Familiarity with the Center on the Social Emotional Foundations of Early Learning (CSEFL), The Pyramid Model Consortium or UCONN People Empowering People a plus.
- C. Capabilities in project management, including establishing goals, timelines, monitoring progress and deliverables, and reporting out.
- D. Proficiency in using Microsoft Office (Word, Excel, Power-Point, etc.)
- E. Outstanding written and oral communication, presentation and facilitation skills.
- F. CT Driver's License, Automobile Insurance Coverage

V. Terms and Benefits

- A. Part time, hourly position. Average 10 hours per week. Participation in some evening and weekend events required.
- B. Supervision will be provided by Executive Director.
- C. Mileage will be reimbursed for travel related to prevention work.

VI. How to Apply

- A. Submit Cover Letter and Resume to Info@ttysb.org for consideration.