

## Early Childhood Education Workforce Development Specialist

**REPORTS TO:** Early Childhood Education Workforce Development Director  
**STATUS:** Full-time, Exempt  
**DATE:** 6/14/21

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### Organization Description:

The Vermont Association for the Education of Young Children (VTAEYC) is the state affiliate of the National Association for the Education of Young Children, the nation's largest membership organization of early childhood professionals. Our nonprofit organization is dedicated to improving the quality of early childhood education for children from birth through age eight, supporting the development of the early childhood education workforce, improving the professional practice of early childhood education professionals, and building public understanding and support for high-quality early childhood education programs. Our current membership includes approximately 500 individuals, nearly all working in early childhood education; our extended network is currently over 2500 and includes anyone who cares about the education and well-being of young children.

### Position Summary:

The Early Childhood Education Workforce Development Specialist will help grow and strengthen Vermont's early childhood education workforce by implementing projects that support early childhood educators in increasing their credentials and improving their practice. The primary responsibility is to serve as a counselor for the T.E.A.C.H. scholarship program, supporting early childhood educators to enroll and achieve their educational goals. Reporting to the Early Childhood Education Workforce Development Director and working as part of VTAEYC's six-person staff team, the Specialist will also help implement a growing portfolio of projects that advance a diverse, dynamic early childhood education profession.

*To apply for this position, please email a PDF copy of your resume and a cover letter explaining your interest and qualifications in this position to [jobs@vtaeyc.org](mailto:jobs@vtaeyc.org) by June 29, 2021. Please include "ECE Workforce Development Specialist" in the subject line.*

### Principal Responsibilities:

- 1) Serve as a T.E.A.C.H. counselor, providing advice, information, and support to T.E.A.C.H. recipients and potential recipients in partnership with the program director and administrative coordinator
  - Educate early childhood education professionals in Vermont about the T.E.A.C.H. scholarship program to recruit both individual educators and sponsoring employers



- Communicate in timely, accurate, and supportive ways with T.E.A.C.H. recipients and potential recipients, early childhood education programs, and other partners
  - Maintain regular contact with assigned T.E.A.C.H. recipients to support success with coursework and program completion
  - Maintain records within the T.E.A.C.H. database according to program standards and support program recordkeeping and reporting requirements
  - Develop and maintain an active knowledge of the early child education post-secondary training and degree programs, professional credentialing requirements, and financial aid options and systems in Vermont.
  - Participate in T.E.A.C.H. evaluation, planning and strategy work, including with the T.E.A.C.H. Advisory Council, with a specific focus on the recipient and sponsor experiences
- 2) Support the growth and development of the early childhood education workforce via other VTAEYC initiatives
- Participate in the planning and execution of the Annual Early Childhood Education Conference as assigned
  - Support the development and implementation of workforce development efforts as assigned
- 3) Represent VTAEYC's work and mission with state and regional partners
- Participate in statewide and regional early childhood education activities and committees as assigned to offer VTAEYC's resources and perspectives
  - Promote membership in and services offered by VTAEYC in presentations and meetings
- 4) Support the effective and efficient functioning of VTAEYC
- Contribute to fundraising and financial management as appropriate for areas of work
  - Partner closely with staff and consultants for consistent, professional communications
  - Actively participate in team meetings, planning, and strategy

### **Knowledge, Skills, and Abilities**

- Commitment to VTAEYC's mission
- Bachelor's degree in a related field with a preference for early childhood education
- Minimum of three years of professional experience working in early childhood education or related fields
- Knowledge of and experience with Vermont's early childhood educator standards,

programs, and systems

- Ability to utilize technology well to support remote work and learn new software and databases
- Strong interpersonal and active listening skills
- Ability to write reports, correspondence, and procedure manuals
- Ability to effectively present information to wide range of audiences
- Ability to respond empathetically and accurately to question

### **Character Traits**

- Accountable
- Adaptable
- Collaborative
- Detail-oriented
- Empathetic
- Organized
- Self-disciplined

### **Working Conditions**

- Work location is flexible within Vermont; position may be home-based or work out of VTAEYC's shared office in Chittenden County
- Work includes extended computer usage and the need to read and assimilate information online
- Position will require occasional evening and weekend work to meet the needs of early childhood educators and other stakeholder.
- Occasional travel in-state will be required; out-of-state travel likely needed annually
- VTAEYC currently offers health insurance for the employee as well as paid time off; we are working to expand our employee benefits

### **Equal Opportunity**

VTAEYC is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, ethnic or national origin, gender, age, marital status, personal appearance, sexual orientation, gender identity or gender expression, family responsibilities, political affiliation, matriculation, genetic information, disability, or protected veterans status, or any other factor that is a prohibited consideration under applicable.