

## Associate Director for Early Childhood Educator Engagement

REPORTS TO: Executive Director  
STATUS: Full-time, Exempt  
DATE: 06/2023

VTAEYC is seeking a full-time Associate Director for Early Childhood Educator Engagement to **lead initiatives designed to recruit and retain early childhood educators in Vermont**—an exciting opportunity for a strong project manager committed to strengthening the ECE workforce by providing them with valuable support.

Reporting to the Executive Director, you'll supervise a team and work in partnership with VTAEYC's staff, consultants, advisers, and partners to **promote and administer established programs and launch new initiatives**. We're a growing organization.

**In this role, you'll personally make a difference in building a diverse, well-prepared early childhood education workforce statewide** with innovative new marketing initiatives, by improving and developing systems, and in leading and administering programs.

### Principal Responsibilities

- As a leader within VTAEYC, you will plan, develop, implement, promote, and administer programs and activities in line with program requirements and best practices.
  - Working closely with the Executive Director and the team, lead all aspects of the ongoing implementation of the ECE Student Loan Repayment Assistance Program.
  - Lead a project team of consultants, staff, and Advisory Council
  - Supervise 4 full-time and 1 part-time remote staff
  - Implement robust program promotion plans to recruit potential recipients and their employers
  - Provide friendly and timely support to applicants and potential applicants
  - Implement systems developed to accept applications, verify eligibility, enroll program participants, and make payments
  - Implement monitoring, reporting, and continuous improvement systems and make updates and enhancements to materials, systems, or practices on an ongoing basis.
  - Make recommendations on the future growth and development of the ECE Student Loan Repayment Assistance program

- **Contribute to fundraising and financial management** as appropriate, including writing program and financial reports to the Child Development Division
- In partnership with stakeholders and team members, **develop and maintain a resource library** for early childhood educators and programs
- In collaboration with the leadership team and the ECE Engagement team, establish an **intake and prioritization system** for Vermont's System for Program Access to Resources for Quality Supports (SPARQS)
- Strategize and develop **marketing initiatives and targeted outreach** to increase the size of Vermont's ECE workforce
- **Support the effective and efficient functioning of VTAEYC**, including:
  - Partnering closely with staff and consultants for consistent, professional communications via the website, newsletters, social media, presentations, and any other materials
  - Actively participating in team meetings, planning, and strategy
- **Represent VTAEYC's work and mission with state and national partners**, including:
  - Serving on relevant early childhood education committees in the state on behalf of VTAEYC
  - Representing VTAEYC in meetings and public forums as appropriate
  - Advising Executive Director on policy statements and positions as requested

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

- Commitment to VTAEYC's mission
- Highly motivated, self-starting individual with a proven ability to develop ideas and work as part of a team. At least five years of relevant professional experience in
  - early childhood education
  - workforce development
  - and/or higher education
- Proven track record of managing complex projects requiring data management, legal and regulatory compliance, development of policy and procedures, and customer service
- Strong project and team management skills
- Strong communications skills including planning, writing, speaking, and effective presentation and dissemination of information
- Experience tracking and analyzing data
- Experience managing budgets as well as writing and reporting on grants a plus
- Knowledge of Vermont's early childhood education systems desired
- Commitment to adhere to the following NAEYC Position Statements: Code of Ethical Conduct and Advancing Equity in Early Childhood Education
- Minimum of a Bachelor's degree in a related field or equivalent experience preferred

## Character Traits

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

## Working Conditions

- **Flexible work location within Vermont;** you may either work from home or work out of VTAEYC's shared office in Chittenden County
- **Hours:** Monday through Friday. Position will require occasional evening and weekend work to meet the needs of the ECE workforce, VTAEYC members and volunteers, and other stakeholders
- **Travel:** Occasional travel in-state will be required; out-of-state travel likely needed annually

## Pay & Benefits

- \$65 - 75,000 per year to start
- PTO including vacation, holidays, and sick time
- Health insurance premium contribution
- 100% paid vision, dental, short-term disability, long-term disability, and life insurance
- Contribution to retirement
- Professional development for you and your team, including national conferences

## About Us

The [Vermont Association for the Education of Young Children \(VTAEYC\)](#) advances equity and excellence in early childhood education with early childhood educators as our foundation. VTAEYC is the state affiliate of the National Association for the Education of Young Children (NAEYC), the nation's largest membership organization of early childhood education professionals. As a membership organization with a small staff, a dedicated Board, and a collaborative approach, VTAEYC provides resources and advocates for policies that move early childhood education forward now and for the future.

Learn more about us through our Mission, Vision, and Values, [here](#).

## 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 laws.