



Higher Education Outreach Coordinator

REPORTS TO: Associate Director for Early Childhood Educator Engagement

STATUS: .25% FTE, Temporary

DATE: 02/2024

Vermont Association for the Education of Young Children (VTAEYC) is seeking a highly motivated and detail-oriented individual to fill the role of **Higher Education Outreach Coordinator**. In this temporary position, the successful candidate will be responsible for coordinating and co-facilitating meetings within the Vermont Higher Education Early Childhood Education Consortium. The primary focus will be on conducting in-depth analyses of higher education preparation programs for early childhood education, identifying alignment and needs, and using this information to inform recruitment strategies.

Principal Responsibilities:

Consortium Facilitation:

- Coordinate and facilitate regular meetings of the Vermont Early Childhood Higher Education Education Consortium.
- Foster collaboration and communication among higher education institutions offering early childhood education programs.

Analysis of Higher Education Programs:

- Conduct comprehensive analyses of various higher education preparation programs for early childhood education.
- Evaluate program structures, curriculum, faculty qualifications, and other relevant factors.
- Identify strengths, weaknesses, opportunities, and threats in each program.

Alignment and Needs Assessment:

- Identify areas of alignment and common needs among higher education programs within the consortium.
- Collaborate with program administrators, faculty, and stakeholders to gather input and insights.
- Compile data and produce reports summarizing findings for use in strategic planning.

Recruitment Strategy Development:

- Utilize analysis results to inform the development of targeted recruitment strategies for prospective students.
- Collaborate with consortium members to implement effective outreach initiatives.
- Provide recommendations for enhancing early childhood education program offerings.

Stakeholder Engagement:

- Cultivate relationships with key stakeholders, including higher education institutions, educators, and community partners.
- Serve as a liaison between the consortium and relevant external organizations or agencies.
- Ensure that higher education institutions are informed of VTAEYC programs
- Actively participate as a member of the Advancing Early Childhood Education as a Profession Core Team.

Knowledge, Skills and Abilities

- Bachelor's degree in Education, Higher Education Administration, or a related field (Master's degree preferred).
- Experience in early childhood education or higher education program administration.
- Understanding of the Unifying Framework and Advancing the Profession work preferred.
- Strong analytical and research skills.
- Excellent communication and interpersonal skills.
- Ability to facilitate meetings and promote collaboration among diverse stakeholders.
- Familiarity with recruitment strategies in the field of education.

Character Traits

- Self motivated
- Good judgment
- Detail-oriented
- People-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:** primarily daytime, Monday through Friday. Occasional evenings and weekends may be required
- **Travel:** Some travel in-state will be required.

Pay & Benefits

- The starting wage for this part-time position is \$30 per hour.
- Paid time off for this position includes prorated vacation time accrual, and holidays
- VTAEYC will provide a \$25/month stipend for cell phone and home office expenses.
- Mileage for work purposes will be reimbursed at the federal rate.

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.

Application Process:

This is a temporary, part-time position with the potential for extension based on project needs. If you are passionate about advancing early childhood education through higher education partnerships, we invite you to apply and contribute to the success of our outreach initiatives.

Interested candidates should submit a resume, cover letter, and contact information for three professional references by the end of business day April 15, 2024. Applications can be sent to beth.wallace@vtaeyc.org .