

### PTAN Project Assistant position (part time, 27-29 hours/week)

The Preschool Technical Assistance Network ([PTAN](#)) is a grant-funded statewide project that promotes quality, developmentally appropriate and culturally competent early childhood education and special education programs. PTAN is associated with the [Southeastern Regional Education Service Center \(SERESC\)](#), a nonprofit agency in Bedford NH that seeks to *inspire innovation and excellence in education and professional practice*.

This is the perfect job for the right person; someone who thrives in a setting that offers both independent and collaborative work. The PTAN Project Assistant will work closely with the Project Director and staff to sustain and support current and future project activities that are specifically responsive to the priorities of the Project's funders. The Project Assistant is the 'point person' for the Project, serving as the primary contact for NH child care teachers and directors, preschool special education coordinators and special education administrators and others seeking professional development support.

This is a collaborative position in every way. You will work with staff, consultants, teachers, directors, administrators and parents in addition to your nearly-daily interaction with the Project Director. The culture of the Project revolves around honesty, trust, service, open communication, creativity, teamwork and a willingness to work hard and think outside the box.

The PTAN Project Assistant is a part-time, grant-funded position; the hourly rate is dependent upon skills and experience, benefits are not included. All work will be conducted at the PTAN office, Monday through Friday during typical work hours.

Interested candidates please send a cover letter that addresses the required skills and capabilities, current resume and at least 2 letters of reference to Joan Izen, PTAN Project Director, SERESC, 29 Commerce Drive, Bedford, NH 03110 or email at [jizen@seresc.net](mailto:jizen@seresc.net)

#### Ideal Personality Traits:

- Your default mode is kind, friendly, open, professional and honest.
- You have strong communication and "people skills," and enjoy communicating electronically, by phone and in-person.
- You go the extra mile to do your very best in all that you do. People that know you best would describe you as very hard working.
- You're smart, quick, resourceful, can easily connect the dots and make sense of many moving parts.
- You can see the big picture, and keep track of all the details along the way.
- You're organized and accountable with all those details.
- You work and play well with others. You enjoy being part of a team, and people enjoy working with you.
- You communicate openly, effectively and professionally.
- You're comfortable being spontaneous, adjusting your plan and going with the flow when needed.
- You are energized about the work you do, and are able to see what needs to be done without always being told.
- You're a problem solver. If you don't know the answer, you are resourceful and you'll figure it out, but you're also able to ask for help when needed.

#### Required Skills and Capabilities:

- Strong communication skills, both verbally and in writing.
- Able to follow directions and complete tasks in timely fashion.
- Able to maintain the strictest of confidentiality.
- Strong time management skills; capable of completing tasks with a minimum of oversight.
- Confident, capable and interested in using and working with technology.
- Skilled and confident in using Microsoft Word, Excel and PowerPoint.

- Familiarity with data collection, information dissemination and video conferencing applications (i.e. Survey Monkey, Constant Contact, Zoom)
- Willing to learn new skills as required to meet the needs of the project.
- Knowledge and/or experience in early childhood education/early childhood special education a plus but not required.

Position responsibilities include:

- Conduct all intake calls from child care teachers and directors seeking assistance from the Project.
- Coordinate publicity production and distribution.
- Coordinate implementation of evaluation process for consultation and training.
- Conduct post-consultation evaluation calls.
- Maintain and update a variety of EXCEL databases to meet the needs of the project.
- Disseminate information electronically.
- Coordinate meeting and training registrations.
- Prepare meeting and training documents.
- Respond to project-related telephone and email requests.
- Attend and document the proceedings of staff meetings and biannual retreats.
- Coordinate purchase of project supplies and materials.
- Work with the Project's website designer to troubleshoot issues, make needed changes/updates to the website and develop new interactive capabilities for TA and PD purposes.
- Process and record all project-related invoices and coordinate with the SERESC Business Manager to submit monthly NH DOE invoice.
- Assist the Project Director with the preparation of quarterly and final reports, grant applications and other tasks as requested.