



Job Description

Position: ECE Alliance Coordinator

Position Type: FTE, Salaried Non-Exempt

Reports to: Executive Director

Objective:

Work with NYAEYC team and Governing Board to develop and implement an early childhood shared services alliance. The ECE Alliance Coordinator works with early childhood program leaders (center and home-based programs) to offer specific financial management consultation to identify and implement strategies to strengthen fiscal sustainability and support high quality programming. The Coordinator supports programs in understanding business metrics such as enrollment strategies, full fee collection, cost-per-child calculations, and utilizing automation (Child Care Management Software) to support efficient operations, budgeting, and financial reporting. Provides services in a collaborative, reflective and efficient manner, according to the agency mission and philosophy and department goals.

1. Delivers technical assistance to program leaders (center and home-based) to support long-term financial sustainability of the program, including the following content:

- Participates in evaluation of programs' existing processes and systems to support recommendations for automation and/or system development toward improving productivity of program staff and the most efficient utilization of resources.
- Support onboarding process for project participants with selected child care management software
- Review of staff management including staff hiring and onboarding, staffing schedules and employee records requirements
- Program operations including management of child attendance data, enrollment and subsidy data, program compliance tracking, and time management.
- Analyzes program data to recommend program services and activities that best meet the interest and needs of the participants

2. Provides program services in a manner that reflects best practice in adult learning.

- Recognizes the need to maintain a dual focus on relationships with participants and program activities by fostering an assets or strengths-based approach.
- Provides an individualized consultant approach to fit the program leader's learning style and identified needs.
- Demonstrates sensitivity to linguistic, cultural, social, economic, individual and role differences among persons and children served.
- Assists in the creation and implementation of improvement goals which are used to guide the work with participants.
- Utilizes training techniques that are interactive and offer participants an opportunity to reflect.
- Collaborates with other technical assistance service providers in all aspects of design, delivery and evaluation of training and services, when applicable.
- Support program directors' professional growth through discussion, reflection, and feedback towards development of their business management knowledge, skills and capacity.

3. Work Habits

- Maintains up-to-date documentation on session activities and participant progress including contact logs, goal updates and/or other required documentation.
- Uses independent judgment and discretion in setting daily priorities to complete tasks and meet job expectations. Utilizes supervisor for guidance when needed.
- Identifies and disseminates relevant resources and service information to co-workers and program participants.
- Communicates in a positive, respectful, and courteous manner in all verbal and written communication.
- Interacts with co-workers and the community to build productive, collaborative relationships to support the achievement of service goals.
- Understands and maintains private and sensitive information within the confines of the agency confidentiality policy and need-to know parameters.
- Adheres to the NAEYC Professional Code of Ethics

Qualifications:

1. A Bachelor or Master's degree in ECE, program administration, or related field; and/or NY Children's Program Administrator Credential (CPAC)
2. At least five (5) years' experience to include:
 - Work in an early childhood education setting with responsibilities for administration and fiscal management
 - Working with child care management systems and other business automation solutions

Additional Skills Sought:

■ Excellent verbal and written communication skills ■ Ability to speak, read and write Spanish proficiently ■ Demonstrated ability to communicate with a diverse range of stakeholders ■ Strong working knowledge of Office of Children and Families child care regulations, state subsidy system and other support programs (e.g. CACFP) ■ Excellent project management ■ Creative thinker and excellent team player ■ Strong interest in organization's mission