

JOB POSTING

January 11, 2019

Early Childhood Network Specialist

- Do you think of yourself as a systems builder?
- Are you interested in supporting local community capacity across Connecticut?
- Are you passionate about making the world a better place for children and families?

About Us

The Connecticut Early Childhood Intermediary (ECI) is a new initiative being facilitated by the Connecticut After School Network to create a support system for Local Early Childhood Councils and more effectively and efficiently connect communities and state agencies serving children and families. The initial three areas of emphasis will be to: a) provide tools, training and coaching to increase local early childhood councils' capacity and sustainability; b) develop a communication system with intentional linkages, up, down, and across the system as well as develop common messaging and materials relevant to all stakeholders; and c) create a collaborative workspace with all state agencies that fund and provide services on behalf of young children and families – especially the Office of Early Childhood (OEC) and the State Department of Education (SDE). More information about us can be found at www.ctafterschoolnetwork.org.

Job Description

In order for the Early Childhood Intermediary to achieve its ambitious mission, a dynamic and detail-oriented coordinator is required. The Early Childhood Network Specialist is a newly-created position designed to facilitate the collective success of this effort. The Network Specialist will be an essential part of a small team responsible for driving ECI's work forward, helping to launch and develop the Network, as well as supporting day-to-day administration, communications, community engagement, and data functions.

Key responsibilities will include:

- Building and maintaining relationships with Local Early Childhood Councils, state agencies, and other community partners;
- Developing a full understanding of the current landscape of local and regional activities, and developing tools, trainings, and coaching to support and expand these activities;
- Building the ECI's identity as a respected, neutral convener among a broad spectrum of stakeholders;



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- Facilitating ongoing communication between ECI partners by hosting regular conference calls, in-person meetings, website, and regular email updates to ensure alignment of activity;
- Maintaining understanding of current implementation challenges and developing comprehensive solutions to address them;
- Work with Communications Consultant to develop electronic and print communications materials;
- Conducting on-going scans of the policy environment and best practices;
- Helping to develop a process for defining common measures of effort and effectiveness for local systems; and
- Creating regular summary reports of ECI progress for Advisory Committee, Network Board, and external audiences.

Qualifications

This is an outstanding opportunity to play a critical role in supporting Local Early Childhood Councils. Therefore, first and foremost, the Network Specialist must be committed to the mission of building local capacity and systems to support children and families. Additional qualifications include:

- **Education:** Bachelor's degree required, advanced degree in education, policy, social work or related field preferred.
- **Experience:** At least five years of relevant work experience, including experience working with collaborative teams in a fast-paced nonprofit, community organizing, social enterprise, or government environment including one or more years of proven community outreach and coordination experience.
- **Relationship Building:** Engenders trust with leaders and community partners; has the presence to inspire confidence and passion in external audiences; and is able to build effective long-lasting relationships with a range of stakeholders.
- **Communication:** Demonstrates excellent interpersonal, oral, and written communication skills; has strong group facilitation and presentation skills before multiple types of audiences; and exercises active listening.
- **Project Management:** Experience with complex project management and stakeholder management; able to manage competing priorities and tasks simultaneously; is organized and able to set priorities; strong technology skills and knowledge of Microsoft Office software.
- **Teamwork:** Flexibility and the ability to work autonomously as well as take direction as needed;
- **Content Knowledge:** Working knowledge of community organizing concepts and strategies; familiarity with the state and local systems that support children and families in Connecticut.
- **Judgement and Decision-making:** Makes sound decisions, avoids assumptions, weighs risks, asks good questions, demonstrates critical thinking, and follows up.
- **Fiscal and Operational Effectiveness:** Achieves objectives within allocated resources, develops ways to efficiently produce desired outcomes.
- **Ability to drive to locations across Connecticut:** Must have reliable transportation, valid driver's license and auto insurance.



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Personal Attributes

- Passion for systems building on behalf of children and families
- Collaborative community-builder
- Confident, natural leader
- A sense of humor
- Embraces diversity
- Exceptional communicator (both oral and written), listener and learner
- Contagious enthusiasm with energy and tenacity to deliver results

Compensation

The annual salary is expected to be between \$56,000 - \$66,000 depending upon education and experience. The Network Specialist will be provided a comprehensive benefits package that includes health, dental, short-term disability, and health/child care savings account.

Start Date

The ideal start date for this position is April 1, 2019.

How to Apply

The Search Committee is soliciting applications immediately. Applications (consisting of a current resume and letter of interest) should be sent to: Michelle Doucette Cunningham, Executive Director, Connecticut After School Network, mdc@ctafterschoolnetwork.org. **No phone calls please.** Applications received by **February 4th** will receive priority review, although applications will be accepted until the position is filled.

Job Information

- Location: Hartford, Connecticut, 06106, CT-Hartford County
- Position Title: Early Childhood Network Specialist
- Company Name: Connecticut After School Network
- Job Function: Community Organizing
- Entry Level: No
- Job Type: Full-Time
- Job Duration: Indefinite
- Min Education: BA/BS/Undergraduate
- Min Experience: 5-7 Years
- Required Travel: 25-50%
- Reports to: Executive Director
- Classification: Full Time/Exempt

