



COMMUNITY AND PROGRAM SUPPORT SPECIALIST

About Vermont Birth to Five:

Vermont Birth to Five (VB5) works to increase the availability and sustainability of high-quality child care and early learning programs for Vermont kids. VB5 is an initiative of the Permanent Fund for Vermont's Children whose mission is to ensure that every Vermont child, birth to five, has access to high-quality, affordable early care and learning by 2025.

Position Overview:

The Community and Program Support Specialist works closely with VB5 leadership, local communities, and early childhood educators to support the development and implementation of strategies to increase and ensure access to high-quality early childhood programs across Vermont.

Primary responsibilities include:

- Work closely with VB5 leadership to identify and promote strategies to increase access to high-quality early care and learning programs in assigned communities. This includes convening meetings, delivering presentations, and engaging key community leaders around VB5 programs and strategies.
- Provide professional leadership and direction to local Starting Points Networks and other early childhood education networks to increase member engagement, develop resources, monitor grant-funded activity, and implement strategies that promote quality and sustainability of early care and learning providers.
- Provide mentoring, coaching, and technical assistance to early care and learning professionals and programs across settings (homes, centers, public schools) related to program quality, business planning, program budgeting, prekindergarten partnership, and the start-up or expansion of early care and learning programs.
- Promote and support Shared Services as a strategy to support quality and viability of early care and learning, including the use of SharedServicesVT.org and the development of Shared Services networks in communities.
- Perform activities related to early care and learning workforce development and recruitment as needed in specific communities. Activities may include connecting early educators to professional development resources, outreach to high school technical centers, and participation on committees with a focus on early childhood workforce development.
- Work with Permanent Fund Family staff (including the Let's Grow Kids field team), community leaders and groups important to achieving the Permanent Fund Mission (including but not limited to Building Bright Futures regional councils, CCV, public schools, business groups) to align and coordinate efforts in communities.

These are new positions on the VB5 team within the Permanent Fund for Vermont's Children. The persons in this role will report to one of VB5's strategic initiatives managers (formerly regional managers), actively coordinate their work with VB5 teammates, and fully participate in team and organizational meetings and communication systems.

Position Requirements and Qualifications:

The ideal candidate will be an experienced leader in early care and learning in Vermont who has:

- Bachelor's degree in early childhood education or related field of study, with a minimum of 30 credits in ECE (preferred)
- At least 5 years of experience in the field of early care and learning

- Proven ability to establish and maintain working relationships with coworkers, community leaders, and early care and learning professionals
- Experience providing individual/group support to early care and learning professionals to promote high-quality and financially-viable programs
- Knowledge about best program practices across early care and learning centers (homes, centers, public)
- Ability to support/advise programs interested in participating in publicly funded prekindergarten (Act 166)
- Knowledge about and experience with the early care and learning systems in Vermont, including state and community resources
- Knowledge of simple grant writing and reporting

Persons in this position will also be able to:

- Communicate intelligently and effectively via speech, telephone, written correspondence, and/or email
- Think creatively and solve problems
- Foster positive group dynamics and collaboration
- Work nimbly and flexibly in a fast-paced environment
- Skillfully use and access technology
- Work independently within a timeline to produce deliverables in a timely manner

Location: VB5's office is at the Permanent Fund headquarters in Burlington's South End. These positions will be based from a home office with regular travel to the VB5 office and meetings throughout state. Employee must be available during business hours on a regular schedule and have the ability to travel frequently in-state to participate at required weekday events/meetings as well as some evening and weekend events/meetings.

Compensation: Competitive salary and excellent benefits.

Position Type: Positions will be between 30 and 40 hours per week; specific hours will be determined for each position during the hiring process based on mutual agreement.

To Apply: Please send updated resume and an email describing your interest in the role to Didi Harris at didi@vermontbirthtofive.org. Please include "VB5 Community and Program Support Specialist" in the subject.

Please indicate the number of hours that you are available to work and the regions in which you would be able and available to work (use list below, indicate all that apply).

1. St. Albans/Grand Isle;
2. Chittenden County;
3. Lamoille Valley;
4. St. Johnsbury area;
5. Washington County;
6. Addison County;
7. Rutland area;
8. Bennington area;
9. Windham County;
10. Hartford/White River Junction area;
11. Northeast Kingdom/Newport;
12. Springfield area

Deadline to apply: Monday, October 2, 2017

Interviews: Thursday, October 12, 2017

The Permanent Fund for Vermont's Children is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, religion, gender, gender identity, sex, age, marital or civil union status, national origin, ancestry, sexual orientation, place of birth, citizenship, military or veteran status, HIV status, genetic information, disability or any other legally protected status as defined and required by state and federal laws.