



## Program & Partner Coordinator

Support for Early Learning & Families is a small nonprofit organization. SELF began in 2001 when local early learning partners came together to work toward a shared vision of all children being nurtured, loved and prepared for success in school and life. In 2010 we formed as a nonprofit organization. Partnership and collaboration are the foundation of our organization, and essential in our ability to achieve our vision: *Our vision: A Caring Community Where All Young Children Thrive!* You can learn more by visiting our website [www.selfwa.org](http://www.selfwa.org).

We are looking for a person that is passionate about early childhood, has a flexible schedule and wants to impact the lives of children prenatal through third grade in Clark County.

The Program and Partner Coordinator will assist the Executive Director with enhancing, expanding and providing ongoing support of partner relationships and coordination of SELF programs and services. Tasks include but are not limited to:

1. Coordinate partner input and engagement through regular communication such as:
  - Newsletters
  - Social Media
  - Partner updates
  - Workgroup facilitation
  - Connection & communication with partner's as to SELF's work
    - Presentations, phone conversations, emails, etc.
2. Pilot Project development, project management:
  - Skills necessary: organization, listener, excellent verbal communication, problem solving, decision making, negotiation, time-management, self-motivation, delegation, ability to motivate people who do not work for you.
3. Work with the Marketing Communications team to advance marketing and community outreach efforts and events.
4. Work with SELF consultants to further develop and maintain the organization's website and social media
5. Assist with fund development including grant research and writing.
6. Board and committee meeting participation. Attend meetings, provide feedback as appropriate assist with the meeting minutes as needed.
7. When requested represent the Executive Director at meetings or community events and speak on behalf of SELF and our partners.
8. Coordinate the activities and priorities of the SELF Our Children Can't Wait goals. Represent the goals and their activities, priorities and concerns to the executive director and the board.

### Skills and Qualifications

- Working knowledge and experience in the field of early childhood education.
- Excellent organizational skills: ability to manage and prioritize multiple tasks with attention to detail.
- Excellent communication skills written and verbal. Ability to build effective relationships with a wide range of individuals.
- Ability to work under deadlines in a dynamic, fast-paced, evolving environment.
- Self-directed, team player, accountable for scope of responsibility.
- Ability to maintain confidentiality of sensitive materials
- Willingness to work some evenings and a few weekends.
- Bachelor's Degree

### Position Information

- Hourly, part time, 100 hours a month, with potential to expand to full time.
- The hourly rate depends on experience.
- It is possible the person selected may work as a contractor or an employee. This will be negotiated at the time of the job offer.
- The person in this position must have the ability to work from home or from their own office.
- Preferred starting date: February 1<sup>st</sup>, 2015.

### Application Information

- Submit a current resume with a cover letter explaining why you would be the ideal candidate for this position.
- Include at least 3 current professional references.
- Submit your information no later than 5:00 p.m. on January 2, 2015 to: [Debbie.ham@selfwa.org](mailto:Debbie.ham@selfwa.org).