



## Early Learning Coordinator Job Description

Positively impact our community by coordinating early learning efforts throughout Mason County. Work with the coalition to address needs and gaps so that every family and every child has the information, supports and abilities to be successful, engaged and thrive.

**Hours:** 10 hours a month. Must have a flexible schedule that may include evenings and weekend events. Hours may vary month to month, but must not exceed 120 hours per year.

**Compensation:** Starting at \$12 an hour

### Major Responsibilities and Related Tasks:

- Coordinate early learning efforts county wide
  - Manage website and Facebook
  - Provide support for annual reports and impact statements
  - Lead advocacy and marketing efforts
  - Attend, take minutes and create action steps for Coalition and Exec. Meetings
    - Executive committee meetings, first Monday, 9-10
    - Coalition meetings, third Thursday, 9:30-11:00
  - Coordinate Coalition outreach efforts
- Some fundraising/Grant writing (approximately \$2000-3000 a year)
- Complete necessary data collection and evaluation
- Support other Coalition work as needed

### Required Qualifications:

- Ability to work independently
- Enjoy working with youth of all ages and ethnicities, including children in at-risk situations
- Ability to access and use computer for communications and record keeping
- Strong organizational skills
- Great attention to detail

### Desired Qualifications:

- Some college is preferred with a focus on education, early learning, or related fields
- Access to own transportation
- Bilingual

Submit letter of interest and resume by October 15<sup>th</sup> to Dan Teuteberg at [dan.teuteberg@wsu.edu](mailto:dan.teuteberg@wsu.edu).

*The Early Learning Coalition of Mason County complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex, age, creed, honorably-discharged veteran or military status, marital status, sexual orientation including gender expression or identity or qualified individuals with sensory mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability and provides equal access to designated youth groups. This holds true for all coalition employment opportunities. Inquiries regarding compliance and grievance procedures may be directed to Jennifer Williamson Forster, the Reading Foundation's Executive Director, 305 College St. NE, Lacey, WA 98516, (360) 412-4412, or Kim Smith with South Sound Parent to Parent at 1012 Homann Drive SE, Lacey, WA, 98503, (360) 352-1126. We hire only U.S. Citizens and lawfully authorized alien workers as per the Immigration Reform and Control Act of 1986.*