

The West Central Mountains Economic Development Council is seeking an **Early Childhood Expansion Program Manager**. The economic development council is a regional 501(c)3 non profit servicing Valley and Adams counties in Idaho. Our service area includes the towns of McCall, Donnelly, Cascade, New Meadows, and Yellowpine. We are chartered to fortify a dynamic, sustainable regional economy through community and economic development. The Early Childhood Expansion Program Manager reports to a board of directors consisting of business and civic leaders, as well as an Early Learning Advisory Committee (ELAC) consisting of childcare providers, community and business leaders. The position will be on a contracted (1099) annual basis.

Requirements:

- Master collaborator and self starter who is capable of operating with limited supervision.
- In depth knowledge of early childhood development best practices, especially for children age birth through five.
- Ability to identify opportunities and leverage partnerships on the fly.
- Strategy implementation experience.
- Demonstrated understanding of childcare facility expansion metrics and operations.
- Knowledge of business attraction principles and practices.
- Knowledge of daycare and/or preschool operations
- Practical administrative experience in scheduling, moving projects forward efficiently, people skills and visioning.
- Strategic thinker, thoughtful and considerate of long term organizational goals.
- This position will be tasked with implementing the strategic action plan listed below, with support from our Early Learning Advisory Committee (ELAC) and funding partners.

<https://wcmedc.org/early-childhood-education-strategic-plan/>

Contract:

- 501c3 filings with the State and Federal government.
- Website updates and maintenance
- Scheduling meetings with stakeholders, businesses and the ELAC committee
- Set up and run social Media accounts and marketing/PR efforts
- Work with existing providers to expand their services
- Refine and revise the work plan and strategy, as needed
- Field calls from the public, providers, parents, elected officials and area stakeholders.
- Maintain and update a working calendar and email account.
- Administration of other day to day administrative, budgeting and leadership tasks as needed.
- Perform basic research and data analysis.
- Expand the resource and professional network for this program in a strategic manner.
- Seek out funding opportunities and grants that meet program expansion goals.
- Advise area leaders and state policy makers.
- Other duties, as needed

Preferred:

Bachelor's or Master's Degree in Early Childhood Development or Business Administration or a related field, plus 5 years of experience in early childcare development, operations or education/teaching.

Additional:

Work from home opportunity, with possible flex office spaces throughout the region. The successful candidate is expected to have their own vehicle for occasional travel generally between McCall, Donnelly, Cascade and New Meadows.

The initial contract range for 12 months would be \$50,000-\$60,000, determined by experience.

With COVID protocols in play, the successful candidate will have flexibility and latitude to execute the workload they are contracted for, however it is expected that they will operate in a safe and professional manner that does not compromise public health guidelines, their personal safety or that of anyone they are working with.

To apply, submit a resume/CV and cover letter including 3 references to admin@wcmedc.org.
Open until filled. This position will be filled on or before March 30th 2021.