

## **Who are we?**

The West Central Mountains Economic Development Council is a regional 501(c)3 nonprofit headquartered in McCall, Idaho. We are chartered to fortify a dynamic, sustainable regional economy through community and economic development. Our service area includes McCall, Donnelly, Cascade, New Meadows and the unincorporated areas of Valley and North Adams Counties. The Board of Directors, consisting of business leaders, chamber leaders and elected officials, is seeking a qualified **CONTRACTED (1099) Early Childhood Program Manager** to move the organization forward in early childhood education and daycare services in the region. We encourage candidates with the following knowledge, skills, or aptitude to apply:

### **Early Learning Collaborative Goals:**

1. Identify and document the status of the early care and education infrastructure (conduct a local needs assessment) at the community level.
2. Identify strategic action plan goals to enhance/improve the early care and education infrastructure at the community (local) level.
3. Increase the availability of and access to high quality early care and education for families with young children, as applicable.
4. Maximize parental choice and knowledge related to high quality early care and education in family/relative/neighbor care, in-home family childcare, center-based care, and preschool/pre-k programs.
5. Create a business alliance for family-friendly workplaces in the community.

## **CONSULTANT PROJECT MANAGEMENT/TASKS**

### **Develop and lead the West Central Mountain Learning Collaborative (ELC) and the Early Learning Advisory Committee (ELAC).**

1. Gain a thorough understanding of the early care and education system at the community level, as well as statewide efforts and coordination related to early learning and school readiness.
2. Develop, coordinate, and lead the local ELAC governance structure including recruiting early learning educators, families, business partners, school personnel, librarians, and more to participate on the committee.
3. Coordinate ELAC and ELC logistics such as scheduling meetings, sending reminders, preparing materials, community networking, public relations, and following up with members.
4. Delegate activities among members of ELAC and partners, as appropriate.
5. Act as a liaison between the WCMEDC, WCM ELC, Idaho AEYC, Ready Idaho (early learning/work force advocacy group), and the community at-large, including reporting updates and new opportunities.

### **Develop the local Early Care and Education Needs Assessment and Strategic Action Plan**

1. Utilizing information available in the community, conduct a local needs assessment related to early care and education.
2. Utilizing local needs assessment information and data, support ELAC members in creating an ELC Strategic Action Plan.
3. Support ELAC working groups to develop action items/tasks to accomplish identified Strategic Action Plan goals.
4. Implement benchmarks and a reporting system to evaluate progress toward goals and action items.

### **Outreach and Marketing**

1. In coordination with local partners and Idaho AEYC, develop and promote a local early care and education outreach campaign.
2. Coordinate READY! for Kindergarten facilitation (for families and early educators) with local partners and Idaho AEYC.
3. Create and manage social media presence for the ELC.

4. Increase family and business participation and engagement in the ELC.
5. Coordinate and assist with community events promoting early care and education.
6. Maintain community networking contact information and develop ongoing relationships.

### **Administrative and General**

1. Coordinate and communicate with the West Central Mountain Executive Director on program and process updates. This position will report directly to the board of directors and will work alongside the Executive Director on occasion.-.
2. Ensure grant reporting obligations and deadlines are met.

### **QUALIFICATIONS FOR SUCCESS:**

#### **Education and/or Experience**

- Associates degree or equivalent experience related to early care and education or community organizing.
- Three or more years of experience coordinating community-based efforts or working in schools or early care and education programs.

#### **Skills**

- Must have strong communication skills and collaborative approach.
- Must be proficient in the current Microsoft Office Environment (Word, Excel, PowerPoint, Outlook).
- Must have experience creating materials such as agendas, slide decks, spreadsheets, and working within cloud-based platforms such as Google Drive/Microsoft Teams.
- Must have strong attention to detail, planning, task organization, and time management skills.
- Must be self-starter with the ability to work independently toward contractual goals.
- Must have demonstrated mature judgment and confidence related to confidential data and sensitive information.
- Skilled project manager with demonstrated experience preferred.
- Knowledge of the West Central Mountain region of Idaho preferred.
- Background (education and experience) in early childhood care and education preferred.

The Strategic Action Plan and Needs Assessment is available through the link below to give applicants a glimpse of the tasks required in this position. The board will consider a candidate with various core competencies who is prepared to train into the role over a specified period:

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

Contract rate is negotiable and determined by experience and/or weekly time commitment for a 12-month contract.

Position requires use of personal vehicle to attend meetings, workshops, events, etc.

Physical requirements include standing, sitting, typing, bending and lifting up to approximately 50 lbs (i.e. tables, chairs, food, water, etc.)

**To apply, submit a resume/CV and cover letter including 3 references to [admin@wcmedc.org](mailto:admin@wcmedc.org). This position will be filled on or before December 1st, 2022. Open until filled.**