



Title: Early Childhood Education (ECE) Project Manager

Nature of Work:

Under the direction of the Steepletown Executive Director and in partnership with the WFD Director, the ECE Project Manager will implement the strategies and tasks identified in this document to effectively manage the ECE apprenticeship training program, including overseeing the successful completion of the current apprentices and an additional 65 new apprentices under the SAE grant.

Reporting Relationships: The ECE Project Manager reports to the Executive Director.

Direct Staff Supervised: Supervise and provide support to the ECE Apprenticeship Coaches.

Other Key Relationships: ECE Project Manager will also interact with and develop relationships with Steepletown Staff, employer & community partners, volunteers and other early childhood program peers.

Examples of Work:

Staff:

- Responsible for hiring ECE Apprenticeship Coaches in consultation with the Leadership Team.
- Supervise Apprenticeship Coaches in daily operations, providing guidance and training where necessary. This includes, but is not limited to, assuring that ACs are meeting regularly with assigned apprentices, maintaining up-to-date casenotes in Apricot, conducting Retention Meetings with Center Directors, and oversight of staff reimbursement requests.
- Develop a detailed project plan to monitor and track progress. Ensure that all projects are delivered on-time within the scope of the work plan identified in the SAE grant.
- Recommend professional development opportunities for staff to provide the highest quality of programming.
- Evaluate Apprenticeship Coaches (mid-year as needed and annual).

Financial:

- Facilitate bi-annual budget planning for the ECE Programs, specifically the SAE grant; authorize budget expenditures; assist with preparation of monthly and annual budget reports. Meet budgetary objectives and make adjustments based on financial analysis.
- Prepare and submit statistical and narrative reports to ensure reporting requirements are met for State and other funding sources.

General Operations:

- Serve as a liaison with the various community initiatives that are focused on early childhood care and education (such as the Talent First- Early Childhood Working Group; K-Connect's Diverse Educators Align & Design Team; West Michigan Works' ECE Industry Council), and any statewide initiatives, especially those connected with the Early Childhood Investment Corporation.
- Work with employer partners for coordination and implementation of ECEAP strategies and goals. This includes recruiting and onboarding additional employer partners to meet the goals of the SAE.
- Maintain own professional competence through participation in professional development and sponsored in-service activities for the purpose of ensuring the effectiveness of the programs.

Required Knowledge, Skills and Attributes:

- Must be able to speak Spanish fluently as many candidates are Spanish-speaking adults.
- Understanding of and passion for the mission of Steepletown.
- Knowledge and experience managing public or non-profit programs.
- Knowledge and experience in the organization, management, and administration of Early Childhood Education Programs
- Ability to plan, organize, and direct the functions of staff.
- Ability to work well with others in a team approach.
- Ability to communicate effectively, both orally and in writing.
- Three years experience in management or supervision.
- Knowledge of computer web based programs, Word, Excel and PowerPoint.

Standard Physical Requirements:

- Walking, standing, bending, and carrying small and light objects.

Desirable Knowledge, Skills and Abilities:

- Bachelor's Degree in Early Childhood Education or similar field.
- Three years' experience in planning, implementing, and/or administering a public or non- profit program.
- Three years' experience working in Early Childhood care and education.

Anticipated salary range is \$55,000 - \$60,000 depending on experience. Health, Vision, Dental, Retirement available and Short/Long Term Disability provided by Steepletown.

Priority applications, resume and optional cover letter, will be considered by July 8th and will be received by email to Emilio Zamarripa at emilio@steepletown.org.