



## **Coordinator, Professional Development Program**

### **Who We Are**

Action for Children is the local child care resource and referral agency in Central Ohio. Our mission is to transform the lives of children by supporting, empowering, and advocating for the adults who make the biggest impact on children's lives—their parents, caregivers, and teachers.

### **What You'll Do**

The Professional Development (PD) Coordinator is responsible for both long-term program planning and day-to-day aspects of the PD program. The goal of the PD program is to provide high-quality, accessible trainings and other learning opportunities to child care programs and professionals throughout Central Ohio. The PD Coordinator supervises a small team, and works closely with the Child Development Associate (CDA) team and others. The PD Coordinator reports to the Program Manager for Professional Education.

### **Duties and Responsibilities include:**

- Organizing trainings, conferences, and other in-person and virtual events
- Overseeing scheduling, registration, and attendance
- Managing the course catalog including relevancy and quality of trainings
- Ensuring accuracy of student records
- Providing guidance and support to early childhood professionals seeking professional development opportunities
- Collecting evaluation data, synthesizing and reporting results, and adjusting offerings as needed
- Building and maintaining relationships with course instructors, community partners, and the Ohio Child Care Resource and Referral Agency (OCCRRA)
- Developing and maintaining partnerships with other organizations and other Action for Children programs
- Supervision of PD staff

### **The successful candidate will have:**

- Bachelor's degree in early childhood education, human development, or a related field
- Minimum of three years experience in early care and education
- Experience teaching and mentoring adult learners
- Knowledge of the Ohio Professional Registry (OPR) and understanding of Ohio Approval for trainings and instructors

- Demonstrated respect for early care and education programs and professionals
- Comfort and skill with technology, including database and spreadsheet applications and Microsoft Office Suite
- Project management experience, including the ability to planfully and strategically drive the program toward successful completion of all deliverables
- Familiarity with Ohio's Step Up to Quality rating and improvement system
- Ability to work productively and positively with people from various backgrounds and cultures
- Ability to write, plan, conduct, and facilitate PD trainings in various learning formats, and the ability to coach others to do so as well
- Excellent communication skills – written, verbal, and formal presentation
- Understanding of how race, gender, culture, and class intersect to shape conditions for early childhood educators, child care programs, and the children and families they serve
- A desire to contribute to a workplace and profession which values collaboration, diversity, growth, inclusion, equity, belonging, and respect for all people.
- Experience supervising others with respect, compassion, and confidence

#### **Desired but not required:**

- Knowledge of Ohio child care licensing requirements, CACFP, OCLQS, NAEYC, and other state and national systems
- Knowledge of local and state community resources
- The ability to speak Spanish, Somali, Arabic, Nepali, or other language – Signing bonus available for fluent speakers

#### **Why You'll Love To Work at Action for Children:**

- We offer Medical, Dental, and Vision coverage after 30 days of employment
- We promote a balanced work-life company culture. We offer a generous PTO plan including vacation, sick, and personal time. This includes 9 paid holidays (including the week between Christmas New Year's Day) and 4 floating holidays.
- We embrace parenthood with 12 weeks of paid parental leave
- We help you plan for your future by offering a 403(B) with an employer match

#### **How To Apply**

Interested individuals should apply online at:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5357104d-8378-47c4-8fd9-d75e10e312c8&ccid=19000101\\_000001&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5357104d-8378-47c4-8fd9-d75e10e312c8&ccid=19000101_000001&lang=en_US)

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Please note, the selected candidate will be required to submit to our background and reference checking process.

Action for Children is an equal-opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

\*\*Action for Children has adopted a mandatory COVID-19 vaccination policy for all current and future employees focused on safeguarding the health and safety of our employees and their families; our customers and visitors; and our community. Action for Children is an equal opportunity employer and does allow for accommodations based on medical exemptions and/or sincerely held religious beliefs. \*\*