



5830 W. Flamingo Road
Las Vegas, NV 89103
702-892-2300
www.uwsn.org

Job Title: Early Education Program Specialist
Department: Community Impact
Reports to: Director of Early Education
Status: Non-Exempt, Full-time
Date: July 13, 2020

Primary Responsibilities:

This position assists the Director with the implementation of the Nevada Ready! State Pre-K Grant and related early education programs for United Way of Southern Nevada's Collective Impact initiatives. The program specialist provides training, technical assistance, coaching, and support to ensure all funded centers in Southern Nevada are operating high-quality programs with measurable impact.

Essential Duties:

1. Responsible for assisting the Director with planning, managing, and implementation of high-quality Early Education programs in a variety of settings within southern Nevada (i.e., center-based, Head Start, home-based, etc.).
2. Provides day-to-day management of Early Education initiatives to accomplish all program goals and measurements.
3. Develops and facilitates training/coaching/feedback sessions with directors, teachers, and staff to incorporate best practices for Early Education partners.
4. Must currently have or possess the ability to receive CLASS Reliability Certification
5. Interacts and works with Early Education community partners to build collaboration and improve service delivery systems.
6. Adapts program content, materials, and locations to meet the identified needs of participants.
7. Provides accurate and timely data collection/input and reports to meet funding requirements in the following areas: professional development, curriculum, program evaluation, individualized support, school readiness, the transition to Kindergarten, health and safety, family engagement, and comprehensive services for families.
8. Maintains current knowledge base of policies, standards, and issues affecting the childcare and early childhood education industries, and K-12 education standards and policies on the local and national levels.
9. Establishes and builds relationships within all areas of care affecting young children and their families in the Southern Nevada region. Maintains maximal organizational knowledge of issues affecting the community. Builds community-wide trust and respect for United Way of Southern Nevada.

Position Requirements:

These specifications are general guidelines based on the minimum experience, usually considered essential to the satisfactory performance of this job. Individual abilities may result in some deviation from these guidelines. To perform effectively in this position, the incumbent must have:

- Demonstrated ability to work and engage with early education providers, local/state government, and community partners
- Working knowledge of early childhood education and childcare standards
- Strong analytical skills, project management, and process improvement experience
- Ability to build strong, productive relationships and motivate individuals to obtain results
- Ability to build relationships and maintain ongoing contact with diverse groups at all levels, both internally and externally to the organization
- Demonstrated ability to proactively manage multiple tasks effectively

Uniting our community to improve lives from cradle to career.

- Demonstrated leadership abilities with exceptional written/oral communication and presentation skills
- Ability to approach projects with an innovative and collaborative technique
- Ability to be a team player and collaborate with internal colleagues, external partners, agencies, and volunteers
- A professional appearance and demeanor
- Ability to work a flexible schedule, including evenings and weekends, as needed
- Valid Nevada Driver's license, proof of auto insurance coverage, and daily access to a personal vehicle for site visits, meetings, and projects
- Performs all other duties as assigned
- These requirements are met by a bachelor's degree in Early Education or a related field or active educational plan, and a minimum of two years of experience in an early childhood setting, or an equivalent combination of education and experience
- Prior CLASS/ECERS skills and nonprofit experience is preferred
- Bilingual in Spanish is preferred
- Diverse candidates encouraged to apply

Environment:

The environment for this position is an open office area that is clean and comfortable. It may include some minor annoyances such as noise, odors, drafts, etc. The incumbent is in a non-confined office-type setting in which he or she is free to move about at will. Also, the incumbent will travel to client sites, workplace events, meetings, etc.

Physical Activity:

In the course of performing this work, the incumbent:

- Will spend substantial time standing, sitting, speaking, and listening
- Must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job

Equipment and Software Operation:

The incumbent in this position may operate any/all of the following equipment:

- Computer, printer, copy machine, audio-visual equipment, personal automobile

Computer software may include any or all the following:

- Microsoft Office
- Internet Explorer/Google Chrome