

Help Me Grow State Coordinator – Job posting

(Reposted with Oakland County Child Care Council)

Position Summary: Coordinate with the Help Me Grow Michigan state lead to develop a statewide system for Help Me Grow. Ensure there are structures in place for Help Me Grow that support sustainability at the state level, expanding HMG affiliates. Provide training and technical assistance around fidelity and promote a level of consistency and quality throughout Michigan HMG sites. **This position will be a remote position with travel around the state of Michigan and several meetings in Oakland County. Salary range will be \$70,000-\$75,000 fulltime full year with benefits.** Position contingent on grant funding two years secured.

MAJOR POSITION DUTIES AND RESPONSIBILITIES

1. Advocate and work toward a sustainable system of funding for Help Me Grow in Michigan.
2. Provide training and technical assistance to our local Help Me Grow affiliates.
3. Provide oversight, coordination, monitoring, and evaluate the impact of Help Me Grow in the State of Michigan.
4. Lead, coordinate, and participate in the quarterly state-wide affiliate meetings.
5. Provide monitoring of consistency and fidelity with our local affiliates.
6. Participate in and attend local/regional/state meetings and regional/state/national conferences
7. Provide training to community stakeholders
8. Support all work of Help Me Grow as designated by Oakland Schools and the grant funding sources.
9. Other duties as assigned

JOB QUALIFICATIONS

- Minimum of bachelor's degree in child development, early childhood education, and family and community services or related field, with a master's degree preferred.
- Minimum of three years' experience in child development/early childhood, grant writing, education/family and community services with specialization in early childhood, or related field. Five or more years of experience preferred.
- Deep understanding of early childhood system building, the Help Me Grow model, and funding streams that can support sustainability for Help Me Grow Michigan.
- Ability to properly utilize technology necessary in conducting Help Me Grow business.

KEY SKILLS AND ABILITIES

- Listening skills
- Strong interpersonal skills
- Organizational
- Detail oriented but can see the big picture
- Ability to synthesize, coordinate, and prioritize tasks
- Ability to manage work pressures, timelines, and meet deadlines
- Ability to work with minimal supervision; self-starter
- Ability to facilitate consensus decision making
- Knowledge of early childhood community partners
- Ability to lead or facilitate training with or for community partners
- Team player
- Flexibility
- Can be trusted to maintain confidentiality
- Computer skills in all areas of Microsoft Office, Google forms and Outlook
- Cultural sensitivity

If interested in this position, please send cover letter and resume to Veronica Pechumer:

Veronica.pechumer@oakland.k12.mi.us