We're Hiring!!
Project Manager of Professional Development

Are you interested in joining a vibrant and diverse team of relationship-based early learning professionals (RBPD) who are building a statewide network of business supports for child care/early learning programs in Washington State? Come join the CCA of WA Program Team!

Who you are:
You think strategically - with a focus on impact over intention - while juggling multiple projects and offering responsive services. You are attentive to details, organized, and open to new and different ideas. You are committed to ensuring that all early learning professionals are equipped with tools to carry their work towards equity and inclusivity. You are bi-lingual/bi-cultural ready to make a difference working with and in support of a diverse relationship-based early learning professional community.

Who we are:
Child Care Aware of Washington (CCA of WA) is Washington's most trusted child care resource. We are the state's most thorough and accessible source of information and support for families seeking quality child care and a trusted partner to child care professionals.

CCA of WA envisions a world where children and families, especially those who are marginalized, discriminated against, or otherwise ostracized because of systemic racism, have access to equitable, quality child care and early learning programs that lead families to thrive economically, and children to thrive developmentally. Learn more about our racial equity statement here.

What you will be doing:

Working as part of a larger program team, offering opportunity to work independently and as a valued team member. You will be responsible for the development, coordination, implementation and ongoing PD supports delivered to early learning RBPD workforce (those in provider support roles) across Washington. You will also work on building the capacity of the RBPD workforce in acquiring and maintaining the skills they need to deliver high-quality, anti-bias, and culturally competent services to a diverse early learning field in a relationship-based responsive manner.

Essential Job Functions
1. Assess, develop, and implement professional development opportunities for Child Care Aware of Washington regional field staff, including orientation of new regional staff, periodic skill building trainings, and deploying facilitation skills during trainings, webinars, ongoing meetings, and/or ongoing communities of practice.
2. Strong understanding of, commitment to, experience advancing and applying racial equity and social justice to work in the early learning and professional development systems. Work collaboratively with the Director of Workforce Development in completion of contract deliverables.

3. Engage with Program Managers to identify emerging themes as related to relationship-based professional development practices, challenges to develop professional development supports to ensure effective implementation related to Early Achievers quality recognition system.
4. Coordinate with the Washington State Department of Children, Youth, and Families (DCYF) and the University of Washington (UW) to ensure there are high-quality, compatible, and complementary trainings and technical assistance accessible to RBPD staff statewide.
5. Represent CCA of WA in meetings nationally, statewide and in local communities as assigned. Manage change in dynamic environments and develop innovative approaches to solutions.
6. Ability to work independently, exercise sound judgment and assume responsibility for completion of projects/tasks.
7. Ability to execute projects to completion on time and within scope.
8. Develop statewide resources for use by regional staff working in a RBPD setting with diverse child care providers.
9. Support the organization, preparation, and facilitation of statewide leadership meetings of Regional Coordinators and RBPD Lead staff.
10. Day-to-day management of Learning Management System (LMS), including implementation and support of LMS policies and practices, as needed.
11. Lead the organization, planning and logistics of our annual Elevate Early Learning Conference.
12. Other duties, as assigned.

Competencies
- Learn and adapt to new information and changes quickly. You can synthesize new information and data as it becomes available, implement changes, and execute on a quick timeline, as needed, while remaining accurate.
- Demonstrate a growth mindset. You give, seek, and take feedback in a professional manner. You look for opportunities to learn, stretch and engage in the parallel process of goal setting and continual improvement.
- Effective at building relationships and modeling cross-cultural agility. You'll regularly connect and collaborate with colleagues across the organization, providing a high level of support with a customer service mindset.
- Authentic self-reflection, self- awareness, and high emotional intelligence are central to who you are, and you utilize these skills to build trusting relationships with colleagues and external stakeholders.

Qualifications
- Bilingual Spanish or Somali preferred
- Demonstrated commitment to advancing racial equity policies and practices
- Effective and flexible communications and interpersonal skills, including highly engaged listening
- Bachelor's Degree in Early Childhood Education, Education, Human Services, Social Services, or related field preferred
- Sound knowledge and ability to employ adult learning principles
- Demonstrated experience developing and implementing professional development strategies and curricula
- Strong content knowledge regarding Early Achievers (or other QRIS) program elements including: Early Achievers Quality Standards, Environment Rating Scales, Classroom Assessment Scoring System, Child Assessment and Early Learning curricula

- Experience with outcomes-based direct services, performance management and data-informed decisions
- Strong oral and written communication skills
- Strong proficiency with MS Office Suite including Outlook, PowerPoint, Word, and Excel
- Experience with online meeting platforms
- Experience with instructional technology (including video editing software, online learning platforms, fillable forms, research databases, live-shared documents, LMS systems and file systems)
- Experience with Learning Management Systems and/or the ability to learn new technology and skills quicky

Location

If you live in the core geographic area of King/Pierce/Thurston counties, you will be classified as a local hire. If you live outside that area, you will be classified as Geo Remote, and reside in other Washington counties.

Salary Range, Hours, Benefits

The annual salary range for this position is $52,800 to $62,800. **Dual language skill will be considered when setting salary.** Flexible work schedule, generous Paid Time Off (sick and vacation) and Extended Illness Bank, 403b, health/dental/eye care/ancillary insurance, Employee Assistance Program.

COVID Vaccination Requirement

Per Governor Inslee's proclamation, state contractors in early education must be fully vaccinated no later than October 18, 2021 as a condition of employment. Being fully vaccinated means that an individual is at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. If you are a selected candidate, you will be required to provide proof of vaccination. You may request an accommodation.

Opportunity for All

CCA of WA values diversity of ethnicity, race, socioeconomic status, sexual orientation, gender, religion, language, ability, and experience. We are committed to our racial equity framework which includes hiring practices that seek to disrupt systemic racism and ongoing learning, self-reflection and transparency about equity and justice in our work. You are welcome to include the name and pronoun you would like to be referred to in your materials and we will honor this as you interact with our organization.

Submit cover letter and resume and, if available, an online or PDF portfolio of your work, to: Alan Strand, Director of Finance & Operations: alan@childcareawarewa.org