



50 East 168th Street, Bronx, New York 10452
www.WHEDco.org

Title: Coordinator-EarlyLearn
Location: 1309 Louis Nine Blvd, Bronx NY 10459
Reports to: Vice President, Home Based Childcare Services

The Women's Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve healthy, vibrant communities. We build award-winning, sustainable, affordable homes – but our work is not over when our buildings are complete. WHEDco believes that to be successful, affordable housing must be anchored in strong communities that residents can be proud of. WHEDco's mission is to give the South Bronx access to all the resources that create thriving neighborhoods – from high-quality early education and after-school programs, to fresh, healthy food, cultural programming, and economic opportunity. See www.whedco.org for more information.

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, gender, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, or any other category protected by law. WHEDco follows the requirements of the New York Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

Job Summary: WHEDco seeks a highly-motivated and energetic team player with a commitment to WHEDco's mission to provide oversight and leadership for its EarlyLearn NYC Family Childcare Program and to proactively support overall program goals of ensuring quality care for children.

Primary Responsibilities:

- Provide leadership and oversight of EarlyLearn Program including its systems and operations.
- Supervise EarlyLearn staff, provide professional development, guidance and support as needed; ensure staff have required credentials, training and clearances.
- Meet additional contractual requirements that include maintaining participants' records, conducting assessments and evaluations and update as required.
- Develop and implement training/workshops for childcare providers and engage in individualized coaching to increase quality of care as identified through home visits and evaluations.
- Review case notes and service plans; provide guidance to staff for ensuring appropriate follow up, support and interventions.
- Conduct provider meetings quarterly and/or monthly roundtables to discuss over-arching policy and program issues and concerns.
- Coordinate and integrate services when possible with WHEDco's own early childhood center.

- Ensure appropriate referrals are made for children with special needs
- Work with the VP and other staff to meet reporting requirements and engage in program self-assessment.

Qualifications:

- Master's Degree in related field (e.g., early childhood, education, educational administration, social services) is required
- At least 3 years' relevant work experience, including supervisory experience, required
- Excellent organizational skills and attention to detail
- Strong verbal and written communication skills, including ability to facilitate workshops and trainings
- Ability to solve problems, find common ground and achieve results with minimal support
- Able to build relationships with and motivate stakeholders with diverse personalities and backgrounds
- Must be self-starter and able to work independently
- Able to proactively multi-task and adapt to changing and competing needs
- Experience in MS Office suite (including Excel and Powerpoint) and excellent overall computer/database skills
- Experience in creating presentations and marketing materials
- Proven ability and/or demonstrated work experience where maintaining confidentiality is critical and expected
- Creativity and a sense of humor are a must
- Bilingual English/Spanish required

Excellent benefits and competitive salary based on experience.

To respond, send a cover letter and resume to one of the following:

Email: HBCCrecruiting@whedco.org (include "Coordinator – EarlyLearn" in the subject line)

Mail: WHEDco, 50 East 168th Street, Bronx, NY 10452

Attn: VP, Home Based Childcare Services

Application Deadline: Rolling, until filled. Only those selected for an interview will be contacted.