



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

Title: Director of Professional Development and Coaching Services
Location: 1309 Louis Nine Blvd, Bronx NY 10459
Reports to: Vice President, Home-Based Childcare Services

About Us:

The Women’s Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve to live in 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 of which residents can be proud. WHEDco’s mission is to create and bridge access in the South Bronx access to resources that support thriving neighborhoods – from high-quality early education and after-school programs, to healthy food, cultural programming, and economic opportunity. See www.whedco.org for more information.

Job Summary:

WHEDco seeks a highly motivated and energetic team player with a commitment to WHEDco’s mission to provide leadership and support implementing coaching and technical assistance for its Home-Based Childcare Program and to proactively support overall program goals of ensuring quality care for children.

Primary Responsibilities:

- In collaboration with the VP and Deputy Director, provide leadership in the development and implementation of coaching and training services for providers.
- Provide professional development, guidance and support for home visitors with utilization of assessment tools, development of service plans and coaching.
- Meet additional requirements that include maintaining participants’ records, conduct assessments and evaluations and update as required.
- Develop and implement trainings and workshops for childcare providers and conduct follow up services to ensure that providers are able to implement best practices learned through the training program. This will include individualized service planning and coaching engagement to increase the quality of care provided as identified through home visits and evaluations.
- Review case notes and service plans.
- Conduct provider meetings quarterly and/or monthly roundtables to discuss overarching policy and program issues and concerns.
- Coordinate and integrate services with WHEDco’s own early childhood center as appropriate.

- Work with the VP and other staff to meet reporting requirements and engage in program self-assessment.
- Provide guidance and supervision of training team including scheduling and program planning; verify appropriate follow up, support and interventions are occurring.

Qualifications:

- Master's degree in a related field (e.g., early childhood, education, educational administration, social services) is required.
- At least 3 years' relevant work experience, including supervisory experience, is required.
- Excellent organizational skills and attention to detail.
- Proficiency in English and Spanish is required.
- Strong verbal and written communication skills, including ability to facilitate workshops and trainings in English and Spanish.
- Ability to solve problems, find common ground and achieve results with minimal support.
- Ability to build relationships with and motivate stakeholders with diverse personalities and backgrounds.
- Ability to work collaboratively within a team as well as 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 and database skills.
- Experience 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.

Excellent benefits and competitive salary (\$75,000-\$90,000) based on experience.

To apply, please submit a cover letter and resume to HBCCreuiting@whedco.org. Please include Director of Professional Development and Coaching Services and your name in subject line.

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, 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.

WHEDco is an E-Verify employer. E-Verify is an Internet-based system that compares information entered by an employer from an employee's Form I-9, Employment Eligibility Verification, to records available to the U.S. Department of Homeland Security and the Social Security Administration to confirm employment eligibility.