



Our mission is to improve the quality of life on Whidbey Island by providing support for the nonprofit sector, assisting donors to build and preserve enduring assets for charitable purposes, and meeting community needs through financial awards

PYC Coordinator

Summary

Position Type: Temporary Part-time; Hourly Non-Exempt

Period: 12 months from hire date; with option for permanent role

Compensation: \$30-\$35/hourly at 20 hours a week

Benefits: Monthly stipend for health care; SIMPLE IRA with up to 3% match from employer; flexible schedule and remote work

Application Deadline: Proposals will be reviewed on a rolling basis. Priority will be given to applications received before May 15, 2024.

*Are you passionate about the field of early learning?
Are you eager to be a part of building a world-class early learning system?
Do you enjoy facilitating connections and promoting collaboration?*

If you answered yes to any of these questions, Whidbey Community Foundation and the Partners for Young Children (PYC) Steering Committee are interested in learning more about your qualifications and experience.

We are currently looking for a dynamic and energetic person to work as the PYC Coordinator. Work schedule can be somewhat flexible but the current estimate is 20 hours per week for the first 12 months.

This person will be in the forefront of building a world-class early learning system in Island County and will have the excitement of working with community-based organizations, school districts, early learning professionals, county peers, and state agencies. The Coordinator will be called upon to help continuously improve the way PYC collaborates with its partners locally, regionally, and at the state level.

This posting is dated April 15, 2024, and will be open until the position is filled. Please email a letter of interest and resume to: pyc@whidbeyfoundation.org.

Priority will be given to those who submit prior to May 15, 2024.

Essential Functions

The PYC Coordinator works toward our mission: to strengthen families and support developing children early in life prenatally through age eight. The Coordinator will report to the Whidbey Community Foundation's Executive Director and will regularly collaborate with PYC's Steering Committee.

Key functions of the Coordinator include:

- Increase local awareness of the impact of healthy early childhood development
- Maximize early childhood strategies as a method to improve equity
- Align Island County early learning work with our regional coalition, Northwest Early Learning and with Washington State's early learning priorities.

Essential Responsibilities:

Project Coordination and Collaboration (50%):

- Provide required reporting, presentation, and documentation to funders for projects as needed.
- Collaborate and coordinate with partners on projects in order to achieve goals that serve local early learning needs.
- Serve as the project management lead for the following initiatives:
 - Dolly Parton's Imagination Library
 - Bright By Text
 - Help Me Grow Island County

Connect (40%):

- Represent PYC at the regional early learning coalition, Northwest Early Learning (NWEL)
- Represent PYC at the statewide events
- Plan, convene, facilitate, and participate in quarterly PYC Steering Committee meetings and quarterly PYC Member meetings
- Connect families and early childhood professionals from diverse populations to assess early learning needs
- Develop communication strategies for connecting with membership and the wider community
- Maintain activities supporting alignment of early learning practices across the prenatal through age eight continuum
- Develop content for and distribute monthly PYC newsletters
- Maintain websites for PYC and Help Me Grow Island County with relevant and up-to-date information

Continuously Improve (10%):

- Fulfill reporting requirements for grants and contracts
- Explore opportunities for new partnerships for PYC
- Monitor for additional available resources to support the local early learning system
- Develop strategies and guide PYC in setting future changes to its structure and services

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- Advocate for inclusionary practice within the early learning system in Island County, our region, and the state.

Competencies/Skills:

- Familiarity with local community; experience with early learning in this community
- Demonstrated ability to form relationships with strategic partners, e.g., government agencies, nonprofit agencies, schools, business and faith-based communities, and youth board and representatives.
- Interest in advancing social drivers of health and cultural humility approaches for the early learning system.
- Demonstrated ability to speak effectively and professionally in public to a variety of audiences.
- Demonstrated ability to identify problems and initiate innovative problem-solving strategies
- Strong group facilitation skills and experience
- Ability to construct logic models and extract data toward reportable outcomes
- Demonstrated ability to write clear and concise letters, reports, and other forms of communications
- Systems-level thinking
- Demonstrated experience using collaborative technologies (i.e., Microsoft Teams, Slack, Basecamp, etc.)
- Ability to understand and prepare grant applications and concept papers
- Self-directed, and able to work as a team player
- Excellent organizational skills
- Strong experience with social media formats and website maintenance

Educational/professional requirements:

- Bachelor's Degree in early learning, teaching, health sciences or social services OR demonstrated expertise in the field of early learning based on experience
- Must pass a complete Washington State Patrol background check
- Must have access to reliable county-wide transportation

About Partners for Young Children in Island County

Island County is progressive in its support of early learning. We have a long history of united, creative, and systems-building initiatives that enhance children (prenatal – age 8) and families getting the support they need in order to be ready for school and life. Over the past 15 years, partners from across the county and a variety of organizations have come together to address emergent needs, build connections within and across systems, and advocate for our youngest learners and their families. This coalition of early childhood partners sees the financial and society benefit of strengthening families and supporting developing children early.

Through PYC, Island County organizations and individuals come together to achieve the vision that all children thrive in nurturing relationships and healthy families. Together, partners are cultivating community action to strengthen Island County families. More info at:

www.partnersforyoungchildren.org

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