



## **Early Learning Coordinator Job Description**

Job Title: Early Learning Coordinator  
Reports To: Executive Director, Community Education Coalition  
FLSA Statue: Exempt  
Full / Part Time: Full Time  
Date: TBD

### **Summary**

The Early Learning Coordinator will lead the Bartholomew County Early Learning Coalition with the mission to ensure all families have access to affordable, high-quality childcare and early learning programs and opportunities for children ages birth to 5 to create a path to academic and wellness success.

The mission of the Community Education Coalition (CEC) is to promote initiatives that will increase our population's access to education, increase the overall educational attainment of the region and align the regional learning system with economic opportunity. Ensuring that all children have access to high quality early learning opportunities is key to increasing educational attainment and supporting a strong economy in our community.

### **Expectations and Responsibilities**

The overarching objective of this role is to be the dedicated resource working with community partners to take responsibility for improving the system of early learning in Bartholomew County. The primary responsibility of the Early Learning Coalition Coordinator will be to facilitate, guide and connect providers and community stakeholders to raise awareness, identify opportunities and coordinate resources to address the most pressing challenges of early learning including:

- Accessibility & affordability
- Teacher education and support
- High-quality programs
- Parent engagement
- Community and employer awareness of the importance of early learning

Initial activities (Year 1) of the Early Learning Coordinator will include:

- Form a guiding team that includes a small group of leaders who will work to shape the relationships among the people, programs, and organizations to improve the system of early learning opportunities ages 0 to 5 in Bartholomew County.
- Reconvene the Early Learning Coalition and serve as champion and process facilitator for the group.
- Use the stakeholder engagement process to:

- Identify the key stakeholders, both locally and statewide. Listen to the voices of local service providers and stakeholders. Develop strategies to encourage participation.
- Gather and understand voices and data to create a shared understanding of the current state of early learning in Bartholomew County.
- Identify existing gaps impacting coalition goals. Co-create community-wide solutions that will support local providers, families, and community needs
- Develop strategies to share and communicate information broadly with community stakeholders.
- Work with the coalition to create shared agreement on specific goals and metrics (both short-term and long-term) to address existing challenges and potential opportunities.
- Begin to identify key stakeholders and resources that will be necessary to implement identified solutions.

**Qualifications:**

Successful candidates must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of the position.

- Experience facilitating groups and teams in both small and large settings. See attached “Attributes of a Process Facilitator”.
- Experience with community coalition building, service organizations, organizational development, and/or initiating, planning, executing and assessing programs and services and measuring outcomes.
- Experience taking concepts from training and benchmarking to developing strategies and plans for implementation.
- Experience in early learning or child care a plus
- Excellent organizational, written, verbal communication, presentation and interpersonal skills are required.
- Strong project management skills.
- Strong relationships building skills.
- Proven ability to lead by example and lead through influence.
- At least 5 years general leadership experience preferred.
- Experience identifying measures, metrics, and impact results from projects.
- Computer literacy is required, preferably in Microsoft office products.
- Demonstrated ability to work collaboratively with representatives from various communities, organizations, and neighborhoods with respect to the diverse populations and cultures of the community.
- Experience communicating across and among sectors to build support for new initiatives.
- Bachelor’s degree required.

This position is made possible thanks to a three-year grant provided by the Heritage Fund of Bartholomew County, Heritage Fund Women’s Giving Circle, Community

Education Coalition and United Way of Bartholomew County, with potential for future funding to continue the work.

Combination of remote work with a shared office based in the Columbus Learning Center, located at 4555 Central Ave, Columbus, Indiana.

### **Position and Organization Highlights**

- Excellent opportunity to help relaunch a vibrant and productive Early Learning Coalition in Bartholomew County that will continue to make a positive impact on the system of early learning for years to come.
- Collaborate across a large and diverse group of stakeholders.
- Servant leadership culture embracing the [Stakeholder Engagement Process](#).
- Impact and contribute to the mission of the Community Education Coalition.

### **How to Apply**

Please email a resume and cover letter to Kathy Oren at [koren@educationcoalition.com](mailto:koren@educationcoalition.com). Interviews will start immediately and continue until the position is filled.

### **Other Information**

The Community Education Coalition is an equal opportunity and affirmative action employer dedicated to diversity in the workplace. Our policy is to provide equal employment opportunities to all qualified persons without regard to race, gender, color, disability, national origin, age, religion, sexual orientation, veteran status, gender identity and/or expression, or other status protected by law.

A competitive salary and benefit package is available commensurate with experience.

## **Attributes of a Process Facilitator**

### Group dynamics knowledge, skills, and abilities

- Familiarity with and knowledge of organizational and stakeholder leadership attributes
- Ability to establish trust within the group
- Ability to work with people from a variety of backgrounds
- Ability and willingness to remain objective
- Ability to be flexible and adaptable to changes in direction by a group
- Ability to engage a group and keep the group moving through an agreed-upon process, while remaining flexible if the group wishes to move in a different direction
- Possessing excellent relationship building ability, energy, and enthusiasm
- Ability to help groups reach consensus
- Ability to coach individuals and groups
- Ability to keep the big picture in mind while working through details with a group

### Communication and facilitation tools knowledge, skills, and abilities

- Ability to organize, present, and produce information in a clear, understandable manner (oral and written)
- Ability to create and or use tools to assist groups in making decisions (exercises, simulations, diagnostic tools, pictures, diagrams, models)
- Ability to organize, design and conduct meetings
- Has strong / expert user skills in Mac software tools such as Pages, Keynote and Numbers, or PC software such as Word, PowerPoint and Excel (or ability to become an expert user)
- Designing activities to create a level of comfort within the group so that it can operate effectively while eliciting information, moving the group forward through the agreed upon process, leading to data-based decisions to organize projects that are measurable and that will move the group toward improving the grand challenge being addressed
- Exhibiting active listening skills; listening carefully to what is being said, recording thoughts, and helping the group move to closure during a particular meeting; understanding the next steps and conveying those next steps to the group
- Exhibiting respect for the group and the feelings of individuals within the group
- Ability to track discussions and record information that is important to meeting the mission of the group, and to keep the group focused
- Know how to allow people to be heard, and also when it is appropriate to steer a person or the group back on course
- Exhibiting “shuttle diplomacy” knowledge and skills, working with the convening group and individual representatives within the group to achieve the desired outcome of all stakeholders
- Exhibiting a sense of humor

## **ORGANIZATION OVERVIEW:**

**[The Community Education Coalition](#)** (CEC) of Columbus, Indiana, is a nationally recognized partnership of education, business, and community leaders focused on aligning and integrating the Columbus, Indiana and region's community learning system with economic growth and a high quality of life. The CEC is a 501(c)(3) not-for-profit organization through its legal entity, the Columbus Learning Center Management Corporation, Inc. (CLCMC).

The Community Education Coalition advances equity in all its work, paying special attention to racial and income inequality, to ensure that each person thrives educationally, financially, and civically.

The CEC's most visible assets and initiatives are:

**[AirPark Columbus College Campus:](#)** The AirPark Columbus College Campus is home to three of Indiana's leading educational institutions: Ivy Tech Community College, Purdue Polytechnic Columbus, and Indiana University Purdue University Columbus. They reside on a shared campus called the AirPark Columbus College Campus on the northside of Columbus. Serving students across the Southeast Indiana region, an average of 4,000 students are enrolled at the campus institutions per semester. The CEC manages two shared buildings on the AirPark Campus.

The Columbus Learning Center – a 130,000 square foot high-technology education facility that houses a unique collaboration of programs and services offered by Indiana University-Purdue University Columbus, Ivy Tech Community College of Indiana, and Purdue Polytechnic Columbus.

The Advanced Manufacturing Center of Excellence – a 43,000 square foot facility shared by Indiana University-Purdue University Columbus, Ivy Tech Community College, and Purdue Polytechnic Columbus, containing classrooms, teaching laboratories, and support services for students and employees pursuing education and training in advanced manufacturing, engineering, and technology related careers.

**[CivicLab](#)** – an institute dedicated to advancing the practice of civic collaboration. Led by a team of pragmatic practitioners, CivicLab creates the tools and frameworks that form the underlying foundation for the practice of community collaboration. CivicLab supports local, regional, state, and national collaboratives.

**[EcO Network](#)** (Economic Opportunities through Education) – The EcO Network's mission is to create a regional system of life-long learning connecting residents in Southeastern Indiana to better economic opportunities through education. Stakeholders from the region who are active in this cross-sector collaboration include education, community foundation, industry, workforce, government, and community leaders.

**[TuFuturo](#)** – a cross-sector collaboration providing a full suite of services to Latinos and their families. TuFuturo works to identify and close educational gaps facing the Latino population through Latino College and Career Coaches, Mentors and a calendar of outreach events and workshops.