



PROGRAM COORDINATION SPECIALIST

Navajo Nation Region

(Part Time – 30 Hours/Week)

First Things First (Arizona Early Childhood Development and Health Board) is an essential leader and partner in creating a family-centered, equitable, high-quality early childhood system that supports the development, well-being, health and early education of all Arizona's children, birth to age 5. Created by voter initiative in 2006, First Things First is governed by a state Board with 28 regional partnership councils. First Things First is a decentralized organization that engages diverse constituencies to accomplish its mission. Organizational values include a commitment to diversity, equity and inclusion; a focus on accountability, transparency, coordination and collaboration; and an emphasis on the outcomes that will ensure young children start kindergarten healthy and ready to succeed in school and in life.

The Program Coordination Specialist position is funded by the First Things First Navajo Nation Regional Partnership Council. The position requires 30-40% travel throughout the regional area and throughout the State. The office of the Program Coordination Specialist is located in the First Things First regional office in Window Rock, AZ, with the opportunity for a virtual/home office or hybrid remote work schedule, but must be located within or in close proximity to the Navajo Nation region. This is a 30 hour per week position.

Position Summary:

The Program Coordination Specialist will focus on helping to remove barriers and connecting professionals to resources, tools, training and educational opportunities in the region. The position will work in partnership with school districts, tribal child care, Head Start, libraries, early intervention, home visiting programs and health care facilities to determine specific professional opportunities to support their needs. Using this approach, the coordinator will work to increase professional development opportunities in ways that are equitably accessible to professionals who serve families with children, birth to age 5.

Roles and Responsibilities:

- Professional development coordination, navigation and implementation of opportunities in partnership with early childhood partners.
- Meet with early childhood partners to understand and document their professional development needs.
- Collaboratively seek professional development opportunities that meet partners' needs.
- Coordinate with early childhood partners and trainers to plan professional development trainings/workshops, including logistics such as scheduling, reserving event spaces, and supporting trainer(s) or partners with light administrative tasks.
- Train early childhood professionals in tools, assessments and resources.
- Monitors professional development systems change strategy for the purpose of ensuring that performance outcomes are achieved within budget, meets objectives, and can make modifications as appropriate.
- Initiate and complete agreements with trainers or speakers that include the definition of roles, responsibilities, expectations and payment.

- Ensure increased knowledge, skills, and confidence of professionals in the area of training through coaching, communities of practice and/or evaluation.
- Coordinate with the Arizona Early Childhood Workforce Registry to provide registry enrollment support for professionals to seek further professional development opportunities.
- Coordinate with higher education partners to increase professionals' awareness of professional development and academic opportunities.
- Support outreach and awareness of the Navajo Nation Regional Master's Degree Scholarships and Degree Incentives-Early Learning Systems Change Strategy.
- Serve as a professional development resource in the Navajo Nation Region.
- Performs duties in a manner that supports the First Things First internal culture and mission with respect and cooperation.
- Supports additional opportunities as related to the role and regional functions.

Qualifications:

- Preference of a bachelor's degree in a field related to the position (e.g. early learning, academic counseling, psychology, organizational development or project management).
- Strong familiarity with the Navajo Nation Region.
- Experience working with communities as a trusted partner and coordinating efforts with diverse community partners.
- Experience in scheduling and coordinating meetings/events, including strong meeting facilitation skills. Ability to develop and conduct public presentations.
- Ability to travel within the region with State resources and accommodations (e.g. short/long distances and overnight work trips). Reliable internet access preferred if seeking a hybrid position.
- Computer skills in Google Suite, Microsoft Outlook, Word, Excel and PowerPoint, as well as, databases, virtual platforms, internet proficiency and other communication devices.
- Experience in Ability to become a trainer in early childhood tools, assessments and resources in order to train community partners first hand.
- Be self-motivated, proactive and able to take responsibility for initiating and following through on tasks.
- Be organized, detail-oriented and have the ability to handle multiple projects under a deadline.
- Ability to work effectively in a team environment to meet goals.
- Experience creating and fostering a mutually respectful environment where diverse contributions and perspectives are valued.
- Demonstrate reliability and productivity working with minimal supervision and maintaining multiple responsibilities with regular and punctual attendance, including the ability to maintain a flexible schedule.

Review of resumes will begin on August 7, 2023 and continue until the position is filled. For consideration, please submit your cover letter, comprehensive resume and three professional references to:

<https://azstatejobs.azdoa.gov/>

Job ID # 519518

In the AZ State Personnel System, the position is classified as a Grade 21, with a salary range of

\$50,000-\$55,777. The position is not covered under the State of Arizona Merit system rules. The State of Arizona offers an outstanding comprehensive benefits package.

Arizona State Government is an EOE/ADA Reasonable Accommodation Employer. During all phases of the selection process, people with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting FTF's Human Resources office via e-mail at HR@firstthingsfirst.org.