



## **AzAEYC PROJECT MANAGER CONSULTANT Position Description**

### **About Arizona Association for the Education of Young Children (AzAEYC)**

AzAEYC advocates for and promotes the well-being of all Arizona's young children and families by improving the quality of early care and education for every child and providing and supporting high quality professional development opportunities and resources for early childhood professionals.

### **About the Project Manager Consultant Position**

This position will support the successful start-up and implementation of a grant-funded initiative for early childhood education professionals in centers and home settings to access, use, and apply the shared services website resources to infuse quality components for children and families in the Maricopa County service region. *This is a part-time, independent contract position.*

### **Minimum Qualifications**

- Bachelor Degree in Early Childhood Education, non-profit management, or a closely related field
- Experience managing local and/or national/ federal projects, grants, and other early childhood initiatives
- Membership in NAEYC/AzAEYC with working knowledge of the **NAEYC Code of Ethical Conduct**, and AzAEYC organization
- Ability to work remotely and to navigate online website platforms and articulate the use of online website platforms with others

### **Preferred Qualifications**

- Master or Doctoral Degree in Early Childhood Education, non-profit management, or a closely related field
- Experience collaborating with diverse educators, administrators, programs, and stakeholders such as providing direct services to children and families, attending community meetings, surveying, facilitating focus groups, or participating in state agency or systems-level public opportunities
- Experience with and working knowledge of shared services models
- Demonstration of leadership, self-directed skills, and initiative in managing projects
- Bilingual

### **Job Responsibilities**

- Travel throughout Maricopa County, the state of Arizona, and to national meetings as required (Eligible mileage reimbursements can be requested up to a budgeted amount.)

- Work collaboratively and professionally represent AzAEYC with the AzAEYC Board, local NAEYC affiliates and chapters, educators, administrators, programs, and other stakeholders
- Research, develop, and put into practice an implementation plan around introducing, marketing, and engaging the community in the project online website tool
- Deliver monthly deliverables with high quality outcomes
- Attend AzAEYC Board Meetings and orientations and meetings per the project funder regularly, including providing detailed reports and presentations
- Submit detailed reports, meet deadline requirements, and work within set budget parameters in an efficient manner and communicate effectively in writing, speaking, and small and large group presentations and other required communication
- Research and develop resources and fund development strategies for project sustainability

This position is anticipated for 18 months contingent upon successful performance of grant deliverables at a required level of quality and per monthly AzAEYC Board review.

Compensation is negotiable depending on experience and degree **up to \$2,100 per month.**

**For more information:** Emily Malave, AzAEYC Special Events Coordinator, (941) 705-1046 or [azaeyc.coordinator@gmail.com](mailto:azaeyc.coordinator@gmail.com)

**To apply for this position:** Apply via email with the Email Header “AzAEYC Project Manager” to Emily Malave at [azaeyc.coordinator@gmail.com](mailto:azaeyc.coordinator@gmail.com) and attach your cover letter, resume and two professional references by **December 19, 2016**. Please include your experience as it relates to the qualifications stated above.

YOUR COVER LETTER AND RESUME, PLUS ANY OTHER REQUESTED MATERIAL, MUST BE IN ONE ATTACHMENT. Only electronic applications are accepted for this position. The results of the resume screening process will be sent to your primary email address.

AzAEYC is an equal opportunity employer.