

Alabama Partnership for Children First 5 Alabama Coordinator

Purpose: The First 5 Alabama Coordinator should have knowledge and expertise on the state's early care and education infrastructure, early childhood healthy development, and programs and services that support healthy social and emotional development. The Coordinator manages all activities of First 5 Alabama, the AL Association for Infant and Early Childhood Mental Health (IECMH), and the related credentialing and Endorsement® process, including receiving and processing memberships and applications and managing the EASy platform for Endorsement®. The Coordinator also manages and supports the board of directors and membership of the association, including membership outreach, meetings, and professional development offered through the association. The Coordinator works collaboratively with the Department of Early Childhood Education/State IECMH Coordinator on Endorsement®, professional development offerings, reflective coaching for members, and support for IECMH Consultants across the state. This is a full-time exempt position and is supervised by the Project LAUNCH Director.

Qualifications:

- Bachelor's degree and at least 5 years' experience in administration, program management, early education/education, professional development/training, counseling, and early childhood mental health/social/emotional development
- Endorsed in IECMH or eligible for Endorsement®
- Knowledge of systems, organizations and programs that serve young children and families
- Excellent communication skills, both written and verbal, with experience in providing effective presentations and/or interactive trainings; proficient personal computer skills including email, recordkeeping, word processing, database, etc.
- Proven human relations skills and the ability to work with diverse populations
- Detail oriented and proficient in organization and time management; ability to work with minimum supervision; excellent planning skills
- Must have a valid driver's license and reliable transportation and automobile insurance that is in compliance with the state of Alabama law

Job Responsibilities:

- Support First 5 Alabama membership and the credentialing/Endorsement® process; manage the EASy platform, offer support in assigning advisors and reviewers to applicants; maintain the membership roster; and perform the duties of an endorsement reviewer with the option of being an endorsement advisor.
- Support First 5 Alabama and assist with membership development and training; manage the First 5 Alabama board of directors and membership, in line with association by-laws and operating procedures, provide support to the board of directors and the State IECMH Coordinator
- Work closely with the State IECMH Coordinator and assist with projects as needed, including developing contracts and overseeing IECMH Consultants across the state
- Identify and implement benefits of membership in First 5 Alabama including relevant professional development and training; communicate regularly with association membership via print and web-based media
- Serve as a primary point of contact for First 5 Alabama; promote the association through training and speaking events; develop and disseminate promotional materials
- Develop and manage an effective evaluation component to measure effectiveness in outreach, membership benefits, training and professional development, and overall association functioning
- Actively participate as state representative with the Alliance for the Advancement of IMH, which includes monthly phone calls, leadership retreat attendance, and maintenance of license
- Other duties as assigned by supervisor or executive director

Annual in-service training is provided through an appropriate state, regional, or national conference, and/or state training and workshops as recommended through annual evaluation and according to annual priorities and needs, and funding available.