Position Title: Early Care and Education Initiative Project Coordinator
Status: Regular, Full-Time (40 hours per week), Non-Exempt
Location: White River Junction, Vermont
Hiring Range: $20.00 – $23.00/hour
Salary Range: $20.00 - $27.50/hour
Posting Date: May 16, 2022
Start Date: As soon as possible
To Apply: Submit a cover letter and resume to hr@vitalcommunities.org

Application Deadline: Applications will be accepted until the position is filled. We will begin reviewing applications on May 25, 2022.

This Job in One Sentence

Vital Communities recently launched a three-year Early Care & Education (ECE) Initiative for which we seek a dynamic and detail-oriented Project Coordinator who can assist the Initiative in achieving its ambitious goal: to increase the availability and affordability of high-quality ECE in the Upper Valley.

Context: A New Chapter for Vital Communities’ Projects Team

Incorporated in 1998, Vital Communities is a nonprofit organization that cultivates civic, environmental, and economic vitality in the Upper Connecticut River Valley region of Vermont and New Hampshire. We bring people together, bridging boundaries and engaging our whole community to create positive change. Explore Vital Communities to learn more.

We are an organization at an exciting turning point—re-imagining our role in inspiring and supporting equitable, inclusive, transformational, community-scale, community-led changemaking. Across both existing and emerging projects, our team is transforming the ways we work together as staff and in the community. We are prioritizing approaches that center justice, equity, diversity, and inclusion; build on and strengthen existing community-based enthusiasm and capacity; and integrate multiple issue areas. Though our vision for a new way of working is growing clearer, real change is iterative and takes time. Our team often refers to this place we are in now as the “messy middle.” Our new project manager must be ready to roll up their sleeves and be part of shaping a new chapter of community-based change-making at Vital Communities.
About the Early Care & Education Initiative

Vital Communities recently launched a three-year Early Care & Education (ECE) initiative that aims to increase the availability and affordability of high-quality ECE in the Upper Valley. Serving as a backbone organization for a Collective Impact model, Vital Communities will leverage its bi-state networks of businesses, municipal leaders, and other economic development stakeholders to partner with the ECE sector in developing and implementing a coordinated approach to addressing the region’s childcare crisis.

Position Summary
The Project Coordinator will provide administrative and project support to the Early Care and Education (ECE) Project Manager, from planning and project design to execution and reporting. The Coordinator will support the ECE Steering Committee and will directly engage with ECE workgroups and community members.

Primary Responsibilities
The major responsibilities of this position include, but are not limited to:

- **Day-to-day project execution.** Attend to meeting and event logistics including meeting polls, event planning and registration, participant communications, in-person event support, virtual meeting tech support, note-taking, evaluation surveys, and other event support.

- **Information management and dissemination.** Maintain and curate data, information, and communications which inform and are generated by the Initiative across multiple platforms, including tracking workplan progress, collating meeting minutes in context of workplan goals, and ensuring engaging and timely communications regarding the Initiative. Curate and expand resource repository.

- **Reinforce collaborative leadership.** Assist in agenda planning and follow-up of workgroup and Steering Committee meetings, ensure appropriate and active information flow among partners, attend to and act upon collective decision-making dynamics, and uphold coordination in all aspects of the Initiative's efforts.

- **Support accessibility and appeal to a broad spectrum of participants.** Maintain the participation of a broad range of community members throughout the project, including participation in establishing the direction of the project and program activities, involvement in emergent collective actions, and identification with Initiative outcomes.

- **Support work plan implementation in compliance with applicable standards and regulations.** Prepare and maintain project plans, track progress of activities, tasks, and goals of the Initiative, maintain accurate and up-to-date records of workplan progress, monitor participant and partner organizations’ connections, accomplishments, and obstacles in progressing on workplan goals, consult on work plan revisions when needed.

• **Utilize shared measurement and analysis.** Assist in developing performance metrics, and collect, interpret, and track outcome data to ensure accountability, assist Project Manager in data/information collection for grant reporting.

• **Draft reports, agreements and other documents.** Assist Manager in the drafting and tracking of contracts for consultants and other vendors serving the Initiative’s goals, and in preparing reports and other written materials as needed.

• **Support collaboration with other Vital Communities projects and programs.**

• **Represent the ECE Initiative** as needed in meetings with community members.

**Desired Knowledge, Skills, and Abilities**

• Project coordination skills, including administrative skills, organization, attention to detail, ability to manage day-to-day issues as needed, and prioritization across multiple tasks, goals, and needs

• Clear communication skills fit for diverse audiences (written and oral)

• Proficiency with shared information platforms such as Google Workspace and Microsoft Teams

• Able to manage complexity and prioritize needs

• Ability to build and maintain collaborative relationships

• Familiarity with Collective Impact models and collaborative work

• Research skills, and the ability to identify and obtain needed information

• Ability to interpret, report, and utilize data to inform project development and goals

• Team player with passion to bring positive change to communities

• Early care & education experience preferred

• Familiarity with or connection to Upper Valley region

**Primary Internal Contacts**

• Supervised by Project Manager

• Collaborates with the Communications Manager to disseminate information via newsletter, e-news, website, and other channels

• Collaborates with the Administrative Team on financial, compliance, and insurance matters

• Collaborates with the Database Manager on records management

**Expectations of All Staff**

• Understand and support the mission of Vital Communities, considering and supporting the needs of the community and strategic direction of the organization in all aspects of work

• Center justice, equity, diversity, and inclusion in fulfilling job responsibilities

• Greet the public through all channels of communication with courtesy and respect

• Network with allied organizations and initiatives

• Work collaboratively across issue areas and proactively coordinate with other Vital Communities staff and teams

• Meet regularly with supervisor
- Attend staff meetings and participate in staff activities, including but not limited to trainings, planning, evaluation, and fundraising
- Work in a safe manner and report any safety hazards to the Executive Director
- Maintain individual workstation and office in a clean, attractive manner
- Maintain records in accordance with organization policies, including database
- Practice good work habits of flexibility, efficiency, punctuality, dependability, and confidentiality
- Strive to upgrade existing skills and learn new ones, setting professional development goals with supervisor
- Employ good communication skills by sharing information, listening to others, and giving thoughtful input
- Work as a team member by helping others and making suggestions for improvements
- Ability to work with a great deal of personal autonomy as well as in a team setting
- Proficiency in PC computing and aptitude for quick and self-directed learning of new software programs. The team currently uses Microsoft Office, WordPress, Google Suite, Alchemer, Exceed Beyond, Toggl, Airtable, and Adobe InDesign
- Access to personal transportation
- Willingness to work occasional nights and weekends (when required for public engagement, stakeholder meetings, etc.)

Vital Communities is an Equal Opportunity Employer and does not discriminate on the basis of age, gender / gender identify, race, religion, national origin, veteran status, sexual orientation, or disability with respect to: employment, volunteer participation, and the provision of services.

All Vital Communities staff are based out of home offices until further notice due to the COVID-19 pandemic. Staff do have the option to reserve desk space in the office as needed, as long as current capacity limits are observed. After the pandemic, our teams will be based in White River Junction, Vermont, likely with the option of remote work several days per week.