



United Way
of Southeastern Idaho

Early Learning Coordinator Position Description

We believe that early childhood education is critical to lifelong success.

United Way of Southeastern Idaho's Education pillar unites a coalition of community leaders committed to empowering children and youth to achieve crucial educational milestones, paving the way for sustainable careers and a future brimming with opportunities. Through a meticulous, data-driven approach, we channel resources towards impactful strategies, striving to elevate the standards for children's success and fortify our community for a thriving workforce ahead. Serving as the linchpin for these endeavors, United Way of Southeastern Idaho (UWSEI) embodies passion, data-driven insights, result-oriented focus, and an unwavering commitment to learning and growth.

Summary of Position:

The Early Learning Coordinator will be responsible for the coordination of efforts and the facilitation of a collaborative of cross-sector community partners working towards achieving outcomes related to childcare, early learning, kindergarten readiness and early grade reading. This position will report to the Director of Education within the United Way of Southeastern Idaho organizational structure.

Key Responsibilities:

Leadership and Facilitation

- Convene and facilitate monthly meetings with active Early Learning Committees (ELCs), with the goal of achieving results that will impact population level outcomes in the United Way service area.
- Complete all administrative tasks related to ELC meeting work including developing agendas, collateral materials, flip charting, scheduling, minutes, attendance tracking, email communications, research for meeting preparation and follow-up, etc.
- Help move the ELC in developing and executing strategies to engage communities and address systems-level barriers/opportunities to improve early learning cradle to career outcomes.
- Collaborate with Director of Education on grants that support Early Learning work.
- Identify relevant partners that can help advance strategies identified by ELC.

Backbone Cradle to Career Development

- Work with the Director and other Early Learning partners to establish goals and priorities for efforts that align with United Way of SE Idaho strategic priorities.
- Collaborate with the United Way Outreach and Engagement Specialist on marketing content around EL initiatives.

Required Knowledge, Skills & Qualifications:

- Associate's or Bachelor's degree from an accredited college or university – preferably in an education related field. (Commensurate experience/training given full consideration.)
- 1+ years of relevant experience with elementary, middle, and high schools (public, charter, and private), youth-based CBOs, or education-focused non-profits.
- Relationship Building and Collaboration: demonstrated ability to develop relationships and facilitate consensus among diverse partners in sectors such as education, government, nonprofit, civic, etc.
- Effective verbal and written communication skills. Experience in establishing professional and well-organized communication with partner organizations, stakeholders, and community and business leaders.

- Ability to adapt in a fast paced and ambiguous environment.
- Technical: Proficient in Microsoft Office Suite applications (i.e., Outlook, Word, Excel, PowerPoint specifically), web-based applications, and database use.
- A valid current driver's license and vehicle is required since local travel is a component of the position. (Mileage Reimbursement at current GSA rate.)
- Focus on Equity: committed to advancing personal and organizational understanding of identity, disparity and equity in Idaho and ability to act in strategic ways to address those issues. Comfortable reflecting on engaging others in difficult conversations and strategic actions to address inequities along lines of race and income, among others.

Conditions: The following abilities are mandatory for fulfillment of the job requirements:

- Attends meetings, trainings, and conferences to enhance expertise and performance as scheduled by the CEO including requirements of outside funding sources or agencies.
- Willing to travel on organization business at organization's reimbursement rates.

Compensation & Benefits:

This role is an hourly, non-exempt, non-benefit, contract position. The pay rate is \$20.00 per hour. It is anticipated that the average hours worked per week will be approximately 20 hours for the term between June 2024, and December 2025, and may be renewed pending future grant funding for this position.

United Way of Southeastern Idaho does not discriminate on the basis of race, religion, gender, sexual orientation, or disability.