



Job Title:	Community Programs Specialist (Early Childhood Education)
Department:	Community
Position Reports to:	Chief Impact Officer
FLSA Status (Exempt or Non-exempt):	Exempt

Position Summary:

The role of the Early Childhood Education (ECE) Community Programs Specialist is to provide services outlined in fiscal year program deliverables for early learning partners by implementing high-quality, evidence-based programming using an array of best practices identified by Frameworks of Tampa Bay, Inc. This position develops and facilitates professional development sessions, workshops and collaborative learning communities (CLC's) and provides targeted support, modeling, and resources to early childhood educators. This position includes outreach, advocacy and relationship cultivation within the early learning services sector in the Tampa Bay area for the purpose of growing awareness of the importance of emotional intelligence development in the early years and positioning Frameworks of Tampa Bay, Inc. as the premiere provider of professional support for early childhood learning programs seeking to cultivate and support best practices in teaching emotional intelligence competencies in the most formative years of a child's life. This position reports directly to the Chief Impact Officer and works closely with all Education and Community Team members to ensure best practices, consistent programming, and completion of all approved deliverables.

Essential Functions

- Participate as requested in preliminary discussion for potential partnership, review of readiness assessment, team level meetings to draft plan, and planning meeting with school contact(s).
- Actively identify and cultivate new early learning partnerships, in collaboration with Chief Growth Officer, participating in the development of appropriate scopes of work for developing and supporting early educators in cultivating emotional intelligence competencies in young learners.
- Develop, adapt and deliver early learning professional development programming designed to support early learning centers and educators in the development of emotional intelligence in young, as outlined in approved deliverables in current fiscal year MOU. Adapt programming for changing circumstances and for virtual use, as needed.
- Review approved partner program/school and/or organization deliverables and maintain detailed records of all services provided utilizing approved Record of Services template provided by Frameworks of Tampa Bay, Inc. Regularly refer to approved MOUs, deliverables, and budget to ensure approved programming at partner schools and organizations are met in a high-quality, effective manner.
- Assist with scheduling and promoting professional development workshops and presentations for partner program/school and organization staff, parents/guardians, and community members.

- Work with Chief Impact Officer to determine program monitoring, coaching, and support specific to each partner program/school/organization.
- Provide program monitoring, coaching, and support to directors, teachers, administrators, and other school staff related to research-based practices in developing positive classroom communities through program and classroom culture visits to observe, model, and/or co-lead strategies. Provide feedback to providers/teachers on program/classroom visits.
- Administer surveys and questionnaires to evaluate various aspects of program performance and collaborate with Chief Impact Officer and Research and Data Manager to use data to guide future programmatic efforts.
- Participate in creation of end of year summary reports, utilizing detailed Record of Service maintained throughout the school year.
- Work closely with early childhood programs, schools and partner agencies to establish meaningful connections and a positive culture.
- Support all Frameworks staff, programs, projects, and events as needed in a positive and respectful manner.
- Always maintain professionalism and positively communicate the mission of Frameworks.

Additional Responsibilities:

- Continue to advance working knowledge of research and current trends in the development of emotional intelligence among early learners and the adults who work with them.
- Continue to advance working knowledge of early childhood education outreach opportunities, needs, and potential collaborators in service delivery in the Tampa Bay area.
- Participate in fundraising and advocacy activities on behalf of Frameworks, sometimes occurring during non-traditional work hours.
- All other duties as required.

Knowledge, Skills, and Abilities:

- College level abilities in math, reading, writing, speaking and reasoning.
- Strong training facilitation skills and ability to deliver workshops and other learning experiences in a highly engaging manner to a variety of adult audiences.
- Willingness and ability to proactively seek and cultivate early learning partnerships that will grow Frameworks reach and impact.
- Ability to work collaboratively with a variety of people.
- Ability to take direction from others.
- Ability to be self-managed but work well to support a team effort.
- Work well under time constraints
- Efficient time management and prioritization.
- Take initiative in solving problems and improving processes.

Education/Training:

- Minimum Bachelor's degree in education, preferably early childhood education. Non-degreed candidates with significant positive experience in the essential functions of this position should apply.

- Degrees, certifications or extensive experience in adult professional development, emotional intelligence, behavioral health, counseling, social work or other related experience will also be considered.
- Previous experience working or partnering with schools and community organizations, ideally with an early learning focus, highly preferred.
- Knowledgeable and experienced in Word, Excel, PowerPoint, and Zoom Meeting/Webinar and Canva.
- Bilingual ability a plus.

Additional Responsibilities:

- Continue to advance working knowledge of the research and current trends in emotional intelligence development and practices among early learners and adults.
- Continue to advance working knowledge of coaching techniques, methodologies, and trends.
- Participate in fundraising and advocacy activities on behalf of Frameworks, sometimes occurring during non-traditional work hours.
- All other duties as required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: While performing the duties of this job, the employee is regularly required to talk and hear. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stoop, as necessary. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Other Requirements:

- Local travel - will require travel up to 50%.
- Valid state driver's license.
- Must pass background and fingerprinting check as well as drug test.

Supervision/Contacts:

- Receives direct supervision from the Chief Impact Officer
- Daily contact with Frameworks' employees and management.
- Regular contact with board members, volunteers, donors, and community partners.

Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines, calculator, alarm, reference books and automobile. Option for remote work when applicable and discussed with supervisor.

Frameworks of Tampa Bay, Inc. is an equal opportunity employer.

Job duties are subject to change with or without notice based on business needs.

I certify that I have reviewed and understand all the requirements of performing this job and that I can meet each requirement, with or without reasonable accommodation. I understand that the essential and/or non-essential functions and the associated abilities, requirements and conditions outlined above describe the general nature and level of the work performed. I understand that they are not intended to and in no way represent an exhaustive listing of all tasks involved in performing the job. I understand that business necessity may dictate changes in the position requirements at any time. I understand that even though I may be able to perform the job, there are other requirements I must meet before being offered the job. I understand that I must perform all essential and non-essential functions in a manner that is not hazardous to myself or to others. I also understand that any employment relationship with this company is of an "at-will" nature, which means that if employed I will be free to resign at any time, and that the Company may terminate my employment at any time, without prior notice.

Employee Name (Printed)

Date

Employee Signature

Date

Supervisor Signature

Date

Chief Executive Officer Signature

Date