



ASSISTANT DIRECTOR - Early Childhood Education Initiatives

CHILDREN AT RISK is looking for an **Assistant Director of Early Childhood Education (ECE)**. We are seeking a passionate individual with excellent attention to detail to join our dynamic, statewide ECE team and support our mission to **create systemic change** for Texas children through planning and implementing collaborations with child care partners and advocates, building a thorough understanding of Early Childhood policy and best practices specifically regarding equitable access to child care and the Early Education workforce, and fostering projects from concept through implementation. The Assistant Director will work closely with the Director and Associate Director of ECE in developing state, local and administrative policy, and provide project management to the Early Childhood Education team's work.

General Responsibilities and Essential Functions:

- Contribute to and promote the overall strategy for Early Childhood Education
- Communicate clearly with a compelling voice aligned to the organization's mission and brand.
- In collaboration with the ECE team, design and write, pitch and cultivation materials for distribution online and in print - including video narratives, PowerPoint presentations, testimony and printed materials.
- Quickly come up to speed on policy initiatives, child care infrastructure in Texas, and be willing to lead conversations with other experts, as necessary.

Key Responsibilities:

- Engage with stakeholders across the state to track the development, adoption, and implementation of early childhood education policies and initiatives
- Provide project management for the ECE Workgroups, Shared Services, and other projects as needed.
- Maintain information on state PN-3 policies in a database
- Contribute to production of other annual state-level Policy Roadmaps
- Perform other activities as may be required including supporting press conferences and C@R events.
- Work collaboratively with other team members, internally and externally, to build upon C@R's significant presence across the state

Qualifications:

- Bachelor's degree required, Master's degree preferred, with major coursework in Public Policy, Social Work, Child Development, Elementary Education or closely related discipline, plus at least one to two years of related experience preferred
- Work experience conducting research on topics related to the early stages of development and/or the early education workforce is a plus
- 1-2 years of complex project management experience
- Excellent, proven organizational skills and demonstrated record of successful deliverables
- Strong critical thinking skills and problem-solving abilities
- Tenacity concerning details, urgency and organization
- Excellent communication skills, including the ability to synthesize complex concepts clearly and concisely both verbally and in writing.
- Exceptional interpersonal skills and an ability to work collaboratively and effectively with others in a

team environment

- Able to come up to speed on new topics quickly, multi-task effectively, and produce high-quality work under time constraints
- Work experience in public policy, such as with state legislatures or advocacy organizations is a plus.
- Flexible and able to adapt to changing timelines and circumstances
- Adheres to the highest ethical standards, demonstrates an empathetic disposition and perseverance; uses discretion and good judgment; reflects an optimistic and positive attitude, and conveys sensitivity to needs of donors, partners and colleagues
- Ability to build strong relationships with various types of people, inside and outside the organization.
- Knowledge of MS Office, Google docs, Teams, SharePoint and other productivity software (including but not limited to word processing, spreadsheet, database, and email).
- Ability to motivate peers to meet ambitious goals.
- Special consideration given to diverse candidates who represent the communities and children that we serve.
- Bilingual preferred.

Status:

- Full time, Permanent Able to come up to speed on new topics quickly, multi-task effectively, and produce high-quality work under time constraints
- This position is in-person if staff is located in the Greater Houston area, otherwise can be remote if located in Texas and will report to the Director of Education. Employees will follow the remote work plan that all C@R employees are engaged in throughout 2022 and should expect to have some in-person requirements in the future.
- Compensation: The position has a salary range from \$55,000-\$65,000 annually, dependent on the level of experience. Target start date of May 2022. CHILDREN AT RISK offers a competitive benefit package, including health insurance, dental insurance, retirement contributions and vacation and holidays.

About CHILDREN AT RISK

CHILDREN AT RISK is an active research and advocacy group dedicated to improving the quality of life of children through research, public policy analysis, community education, and collaboration. Our focus is on the whole child with significant work in ending child trafficking, strengthening public education, and increasing access to and use of federally funded meal programs. We are the leading source of accurate information on children's issues and an advocate and catalyst for change concerning the needs of all children. The position offers a competitive compensation and benefits package.

Interested candidates should submit a letter of application, resume, writing sample and a list of three references via e-mail to **Gretchen Himsl, ghimsl@childrenatrisk.org**. Please include the words "Early Education Initiatives" in the subject line and indicate the position for which you prefer to be considered. The application deadline is rolling with applications being reviewed upon receipt.

CHILDREN AT RISK is an equal opportunity employer and does not discriminate against individuals on the basis of sex, gender identity, sexual orientation, age, disability, veteran status, religion, ancestry, color, race, ethnicity or creed. We strongly seek candidates that believe in our mission and represent the diverse community and children that we serve.

CHILDREN AT RISK receives a high volume of resumes and reviews every candidate closely. As such, candidates will only be contacted if they are selected for an interview.