



Associate Director, Early Learning Quality Network (ELQN)

CHILDREN AT RISK is seeking an enthusiastic, detail oriented and self-motivated team member who will support research and outreach efforts of a nationally recognized, Texas based, non-profit organization. The Associate Director of Early Learning Quality Network will join a dynamic team in the Early Childhood Education Quality Improvement Initiative and should have an understanding of child development and early childhood education pedagogy, as well as the ability to build and manage relationships with community partners. The candidate should also be familiar with Super Neighborhoods and have a broad understanding of some of the challenges facing residents in these designated regions of Houston.

- **This position is in-person and candidates must reside in the Greater Houston Area.**
- **This position is full-time, with a salary range of \$70,000 - \$80,000 annually.**
- **Candidates must have early childhood education experience.**

Key responsibilities include:

- Collaborate with community stakeholders and non-profit partners to improve outcomes for young children across Harris County.
- Partner with internal and external stakeholders on ECE initiatives including programs, advocacy and coaching.
- Support and manage partnerships with 6 local grant recipients working to improve quality of neighborhood childcare programs.
- Organize and lead regular check-in meetings with the 6 local grant recipients to provide support in developing their community action plan, tracking their status and designating spending that is in agreement with the approved spending categories.
- Collaborate in the organization's ongoing data collection and dissemination efforts in the areas of early childhood education, childcare closures and available seats.
- Participate in the preparation, writing and dissemination of major research reports.
- Organize 4 communities of practice to assist program participants in increasing their knowledge of quality standards and processes that support higher quality childhood education.
- Support program awareness and progress toward reaching quality standards via social media (i.e. Facebook, Twitter, YouTube, etc.) in partnership with the Media Activism Director.

Preferred Qualifications

- BA/BS required.
- Experience working with under resourced communities for the promotion of asset-building and empowerment.

- Knowledge of key Early Childhood education issues at the local, state, and federal levels preferred.
- Strong interpersonal skills with the ability to work well with individuals across multiple organizations
- Strong critical thinking skills and analytical approach to problem solving.
- Desire to work with data; quantitative and qualitative data experience preferred.
- Ability to work independently/as a self-starter, as well as a team member.
- Attention to detail and commitment to maintaining meticulous databases.
- Strong written and verbal communication skills for both internal and external audiences.
- Project management experience with a strong ability to prioritize multiple tasks.
- Flexibility and ability to adapt to changing timelines and circumstances; a comfort with ambiguity.
- A strong work ethic and a zeal for coalition building are considered a real plus for this position.
- Knowledge and/or experience with the Texas Rising Star Assessment process.
- Reliable transportation is required.
- Demonstrated passion in working for children, innovative public policy, and positive change preferred.

Special consideration may be given to diverse candidates who represent the communities and children that we serve.

Status:

- Full time, Permanent
- This position is in-person and the candidate must reside in the Greater Houston area.
- In-office work is required 2 days per week, other days work may be remote. Some travel within Texas will be required.
- Compensation: The position has a salary range from \$70,000-\$80,000 annually, dependent on the level of experience. Target start November 2023. CHILDREN AT RISK offers a competitive benefit package, including health insurance, dental insurance, retirement contributions, holidays and unlimited PTO.

About CHILDREN AT RISK

CHILDREN AT RISK is a 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 strengthening public education, increasing access to and use of federally funded meal programs, work in early education, immigration and ending child trafficking. 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.

Interested candidates should email a letter of application and resume to **Kim Parker**, kparker@childrenatrisk.org. Please include the words “ELQN Position” in the subject line. 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.

For information on CHILDREN AT RISK, please visit: <https://childrenatrisk.org/>

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