

CHILDREN AT RISK (C@R) is seeking a dedicated and detail-oriented **Assistant Director of Early Childhood Education (ECE)** to join our dynamic statewide ECE team. This position plays a key role in advancing our mission to ensure equitable access to high-quality early care and education for all Texas families while strengthening a vibrant ECE workforce. The Assistant Director will provide key support for implementation of the Early Learning Quality Network (ELQN), a community-centered initiative committed to raising the standard of early learning and child care quality across Harris County.

The Assistant Director will support systemic change for Texas children by collaborating with child care partners and advocates, building expertise in ECE policies and best practices, and managing projects and grants from conception to implementation. This role requires a proactive professional with strong organizational, communication, and project management skills to drive efforts across key areas, including communication strategies, program support, and data analysis.

- **This position is open to candidates residing in Houston area.**
- **Candidates must have experience in early childhood education.**
- **This is a hybrid position requiring office time, remote work, and travel across Harris County.**
- **This position will report to the Senior Director of Education.**

### General Responsibilities and Essential Functions:

- **ECE Program Support and Collaboration:** Assist leadership in implementing early childhood education (ECE) initiatives, ensuring alignment with organizational goals, and support collaboration across teams and with external stakeholders, including families to advance ECE projects. Support in capacity-building efforts for Local Network Organizations (LNOs) within the ELQN project.
- **Communication and Stakeholder Engagement:** Develop and distribute various communication materials for ECE, and specifically ELQN, to engage local and statewide stakeholders and partners to support project and advocacy efforts.
- **Data and Reporting:** Support the coordinate data collection, analysis, and reporting to support ECE initiatives, including ELQN, maintaining internal tools and databases for effective data-driven decision-making.
- **Project and Priority Management:** Assist or lead various projects, balancing competing priorities to ensure high-quality outcomes and timely completion of objectives.
- **All other tasks as assigned**

### Key Responsibilities:

#### Engagement with Stakeholders and Families:

- Assist the ECE Team in enhancing stakeholder and provider engagement through meetings and webinars.
- Assist in capacity-building efforts for LNOs including Community of Practice and Lunch and Learn Sessions, including logistics for in-person meetings.
- Support the development of the Family Support Network by working with local networks and service providers to elevate family voices.

#### Communications:

- Assist in developing and implementing communication strategies for ECE and the ELQN project in collaboration with the communication department across various mediums including social media.
- Create high-quality presentations, visuals, newsletters, and reports to support advocacy efforts and promote program visibility at events such as the community meetings, Texas Tour, legislative briefings, and coalition webinars.

#### Data and Reporting:

- Assist with data analysis to draft and publish reports, white papers, Op/Eds, and grant-related documents.
- Prepare advocacy materials and support data-driven decision-making.

# children at Risk

## Project and Priority Management:

- Be a liaison between compliance specialists, contracted vendors, and LNOs during implementation of ELQN projects.
- Collaborate on planning and executing events, presentations, and workshops.
- Provide support or leadership in assigned projects to ensure they align with strategic goals and are completed successfully.

## Qualifications:

- **Education and Experience:** Bachelor's degree in child development, early childhood education, or a related field, with at least three years of relevant experience.
- **Technical and Design Skills:** Proficiency in MS Office, Google Docs, data-driven processes, spreadsheet management, PowerPoint, and visual presentation tools; experience or willingness to learn graphic design for creating professional-quality materials.
- **Communication and Organizational Abilities:** Strong verbal and written communication skills, ability to synthesize and present complex information clearly, exceptional organizational skills, and effective multitasking under time constraints.
- **Collaborative and Adaptive:** Team player with a flexible, adaptable approach; capable of managing changing timelines and priorities while maintaining high-quality work.
- **Ethics and Professionalism:** Upholds high ethical standards, demonstrates empathy, optimism, and sensitivity to donor needs, and exercises good judgment.
- **Travel and Diversity:** Open to occasional travel; preference given to diverse candidates who reflect the communities and children served.

## 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 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 **Kim Kofron, [kkofron@childrenatrisk.org](mailto:kkofron@childrenatrisk.org)**. Please include the words "Asst. Director, ECE" 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.

*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.*