

**Position Name:** Early Childhood Development Specialist (Full-Time)

**Apply:**

*Email resume and cover letter to Kids Port Director Jennifer Moss by Wednesday, July 14, 2021.* [*jenm@nwksprevention.com*](mailto:jenm@nwksprevention.com)

**Reports to**: Kids Port Director

**Major Duties:**

* Facilitate lessons plans created by Kids Port Director
* Participate in monthly staff meetings
* Plan, organize, and oversee daily activities with children and providers
* Ensure programs operate as required by the Kids Port Director and Kids Port 1 Supervisor, and Kids Port 2 Supervisor
* Participate in training and professional development activities
* Become trained in Kansas Department of Health and Environment Regulations for both Kids Port Facilities
* Trained in Kids Port policies and procedures

**Other Duties**

* Assist in performing tasks directed by the LiveWell Northwest Kansas Executive Director necessary to achieve the organization’s mission and growth plans
* Identifies, maintains, and strengthens partnerships within and outside the organization (i.e. schools, community/regional organizations, local and state governments, etc.).
* Depending on interest and professional background, perform other grant initiative functions to support the work of the Lead Project Director or LiveWell Northwest Kansas Executive Director
* Assists with facilities management activities
* Occasional travel to local events, professional development workshops, and conferences

**Minimum Education**

* High School Diploma required. Associate Degree in early education/childhood development preferred but not required

**Skills and Knowledge**

* Proficient in skills related to Microsoft Office Products (i.e. Word, Excel, etc.)

**Other Abilities**

* Deal effectively with a variety of personalities and situations requiring diplomacy, friendliness, poise, tack, firmness, and customer service
* Communicate effectively both verbally and in writing
* Ability to make progress individually and collaboratively
* Establish and maintain good relationships with community stakeholders
* Punctual reliable, and flexible
* Maintain a positive attitude toward parents, staff, and children
* Maintain confidentiality

**Salary Range:**

Starting Salary: $30,000 - $34,000 annually dependent on experience

Other Benefits:

* Enrollment in Cafeteria plan (after 90-day waiting period)
* 3% IRA Match (after 90-day waiting period)
* Paid Time Off (PTO) – 12 hours per month
* Paid Sick Leave (SL) – 12 hours per month
* Birthday PTO
* Recognized Holiday PTO

**Number of Hours Per Week:** 40 hours per week (non-exempt)