



## PROJECT COORDINATOR - EARLY LEARNING INITIATIVES

- Reports to: Director of Advocacy
- Other key relationships: Director of Information and Family Support; King County Parent and Family Coalition; King County Parent to Parent
- Location: Seattle, with service across King County
- Salary: \$19 to \$24 hour, depending on experience
- Work structure: Full-time but will consider part-time. Some weekend and evening work required. Flexible home/office work environment with Zoom meeting capacity. Free ORCA card
- Parents are encouraged to apply. Familiarity with leadership programs is an asset

## POSITION DESCRIPTION

Primary duties will be coordination and co-facilitation for The Inclusion Academy, a leadership program that empowers parents and allies to expand and create inclusive early learning opportunities and promote disability equity. Successful candidates will be passionate about inclusive early learning, disability equity, and working with parents to develop their leadership and advocacy potential. Additional duties include developing and maintaining relationships among early learning advocates and professionals and spearheading assigned projects that advance inclusive early learning.

## JOB SUMMARY

A successful candidate will enjoy working with parents; be adept at logistics and communications; have a passion for systems advocacy and leadership development; and be comfortable facilitating discussions.

Primary responsibility will be coordination and class co-facilitation for the Inclusion Academy, a leadership program that empowers participants to expand and create inclusive early learning opportunities and promote disability equity. The Inclusion Academy is a Best Starts for Kids (BSK) [Innovation Fund](#) pilot and a portfolio project of Frontiers for Innovation, the research and development arm of Harvard's [Center on the Developing Child](#). The academy includes 9 classes, 2 supplemental events, and a mentored community project, per cohort.

Class topics include the developing brain and the role of stress and developmental relationships; disability as diversity; inclusion 101; setting a vision and mission; behavior is communication; Universal Design for Learning; your child's rights; how change happens; and tactics. Each class will have at least 2 facilitators. The project coordinator is not expected to have subject expertise.

The pilot will launch three cohorts over the next 18 months.

The project coordinator will support and help recruit academy participants, co-facilitate classes, and coordinate mentored community projects. Technical assistance through BSK is embedded in the program and there will be cross-training responsibilities with other BSK Innovation Fund participants.

As part of the pilot process, the Inclusion Academy will be using a variety of evaluation techniques to continuously assess effectiveness and refine the innovation. This position will be a point person for capturing feedback and will work closely with the Director of Advocacy and the Director of Information and Family Support to implement curriculum or other program changes.

Successful candidates will need relevant, practical knowledge of early learning and childhood development (parenting counts!) and preferably have experience with children with disabilities or developmental delay.

## ESSENTIAL FUNCTIONS

**LOGISTICS** – Includes general event and class support duties, such as arranging for childcare; confirming site locations and scheduling speakers; preparing print and online materials; and coordinating class projects.

**COMMUNICATIONS** – Include regular communications with class participants and professional networks and occasional updates to The Arc of King County community. Some marketing and outreach will be required to advertise the program and recruit candidates.

**CLASS FACILITATION** – Includes leading group discussions, role playing and other activities. Facilitation experience is preferred but demonstrated qualifying characteristics will be considered. These include:

- Be welcoming and able to encourage open communication
- Ask questions that prompt critical thinking
- Build rapport among participants
- Record and organize comments to help participants reflect and assess what has been shared

**OTHER** –

- Support the agency’s efforts to undo ableism and institutional racism, build cultural competence, and serve an increasingly diverse population
- Promote civic engagement and demonstrate commitment to people with intellectual and developmental disabilities
- Must have an inclusive vision and be a team player
- The job will require evening/weekend meetings

## QUALIFICATIONS

- Two to three years’ relevant experience. Volunteer experience will be considered
- Bachelor’s degree in communications, social work, education or related field – or equivalent work experience
- Technical: Must be proficient in or able to quickly learn applications for email marketing (MailChimp, Emma or similar), a customer management database (Salesforce or similar), website editing, and social media. Must be proficient in Microsoft Word, Power Point and Excel

## TO APPLY

- Send a resume and cover letter to Ramona Hattendorf, Director of Advocacy, at [rhattendorf@arcofkingcounty.org](mailto:rhattendorf@arcofkingcounty.org)
- **APPLICATIONS THAT DO NOT INCLUDE A COVER LETTER WILL NOT BE CONSIDERED**
- Cover letters must include: What inclusive early learning means to you; your experience with disability; any experience you have working to change systems and/or promote leadership in others
- Applications will be considered through August 23