

JOB POSTING

POSTING DATE: February 10, 2010

POSITION: Early Childhood Specialist, 2-1-1

SALARY RANGE: \$35,000 - \$40,000

HOURS AVAILABLE: Schedule includes evenings and weekends.

POSITION SUMMARY:

The Early Childhood Specialist represents the organization and maintains visibility to enhance 2-1-1 Child Care's regional and community presence. The Early Childhood Specialist does presentations and trainings on early care and education related topics. The Early Childhood Specialist plans and implements provider recruitment activities and engages in consumer education. The Early Childhood Specialist is the link between community/regional activities and 2-1-1 Child Care providing information.

QUALIFICATIONS AND SKILLS REQUIRED:

- Bachelor's Degree in child development, education or related field, or Associates Degree with five years relevant experience.
- Minimum three years experience with the child care or education system in Connecticut and outreach.
- Public speaking experience.
- Administrative experience including program and reporting responsibilities.
- Willingness and ability to travel frequently to all regions of Connecticut
- Ability to perform work related activities during evenings and weekends as required.
- Excellent communication skills, both written and oral, and ability to communicate and relate effectively to people from diverse groups.
- Bi-lingual (English/Spanish) strongly preferred.
- Assertive, outgoing, independent, self-directed work style, and well developed organizational skills.

TO APPLY:

Submit resume and cover letter via email to recruitment@ctunitedway.org or Fax to (860) 571-7505.

DEADLINE FOR SUBMISSION OF RESUME AND COVER LETTER: MARCH 10, 2010

United Way of Connecticut is an Affirmative Action/Equal Opportunity Employer.

EOE/M/F/D/V

www.ctunitedway.org