

ParentChild+ (www.parentchildplus.org, formerly known as the Parent-Child Home Program), a nationally recognized early childhood, school readiness organization working in 15 states and six countries, is seeking a Training and Program Support Associate.

This new position, which will report to the Training and Program Support Director, will assist ParentChild+ sites located across the country with program implementation, training and staff development, and quality assurance. The Associate will develop curriculum for sites and content for in-person and online trainings, and support quality program implementation. This position is expected to travel 5-10% of the time.

Job Responsibilities:

New Training and Curriculum Content Development

- Develop training courses and materials for national and international ParentChild+ staff, including content, and formats for online learning, and curricula, materials, and presentations for in-person trainings.
- Oversee a Learning Management System (LMS), a new online learning platform being launched in 2019.

Training and Presentations

- Assist with organizing/implementing in-person and online trainings for site coordinators located across the country.
- Assist with creating and presenting workshops and conference presentations for current site staff and potential program partners, including early childhood coalitions, funders, school districts, and nonprofit and government agencies.

Program Support/Collaboration

- Provide support to local site staff and participate in initiatives to insure program fidelity, including ParentChild+ site certification process.
- Support site staff via regular check-ins with local staff and/or regional/state staff.
- Develop content and present enrichment workshops for site staff.
- Collaborate with other ParentChild+ National Center staff:
 - Consult with communication staff on web/social media content on items relating to curriculum and early childhood/school readiness.
 - Work in partnership with grants team to develop funding requests.

- Work with research staff to align training and program content with evaluation, and to assess program fidelity and monitor site staff practice in the field.

ParentChild+ Annual Conference

- Help design, organize, and implement ParentChild+ Annual Conference.
- Research/identify keynote speakers, workshop topics, and presenters.
- Assist with conference logistics.

Experience - Required

- Graduate degree in early childhood education, social work, or parenting education preferred. Undergraduates with 2-5 years of related work experience in early childhood education, home visiting, family support, or parenting fields will also be considered.

This is an associate-level position and directed at candidates who have held 1-3 jobs previously.

Experience - Preferred

- Experience developing training content and curriculum in early childhood, family support, and/or parenting education.
- Experience presenting and writing for practitioners and using diverse training approaches for a broad array of adult learners.

Skills/Qualifications:

- Excellent writing and editing skills, and ability to distill and communicate theory and conceptual models in concise written and visual presentations.
- Familiarity with creating dynamic presentations for both e- and in-person learning, using PowerPoint, Prezi, Adobe Spark, Google Slides, etc.
- Familiarity with online learning platforms, such as Bridge or similar products.
- Proficiency in Microsoft Office Suite and Adobe products.
- Spanish speaking and writing ability strongly preferred but not required.

Compensation and Benefits: Salary \$50-60K. Full health benefits.

Address: 163B Mineola Boulevard, Mineola, NY 11501. ParentChild+ is a five-minute walk from the Mineola LIRR Train Station. Parking is available.

How to apply:

ParentChild+ is an equal opportunity employer.

Please send resume and cover letter to: workforus@parentchildplus.org with the subject line "Training and Program Support Associate". Resumes without cover letters will not be considered.

About ParentChild+: ParentChild+, uses education to break the cycle of poverty for low-income families. We do innovative two-generation programming focused on providing families early opportunities. We work with communities to build strong local sites in under-funded neighborhoods, and with families to build parent-child attachment, school readiness, and school success. We use education to help families find a pathway out of poverty, leveling the playing field before children ever enter their first classroom and helping families access a future full of possibilities. What ParentChild+ provides isn't just early literacy, it is early opportunity. For families living in underserved communities, we are a first step on the ladder to success.

Find us on the web at: <http://www.parentchildplus.org>