

Professional Development Associate Job Description



Agency Overview:

thread is a non-profit agency and the statewide Child Care Resource and Referral (CCR&R) Network whose mission is to advance the quality of early education and child development by empowering parents, educating child care professionals and collaborating with our communities. Since 1986 **thread** has been supporting families with child care referral services and parent education about child development, and also supporting early educators through training and consultation.

Specific Responsibilities:

The Professional Development Associate provides administrative support for the System for Early Education Development (SEED). The position coordinates SEED Registry recruitment, applications, certificates and data entry.

1. Provide main support for the SEED Registry database system including data entry and portal management, including:
 - a. Produce and disseminate SEED Career Ladder certificates via email and/or mail;
 - b. Support and assist clients with registry membership process
2. Coordinate statewide professional development financial reimbursement program for the early childhood/school-age workforce, including the Professional Development reimbursements (PDR), Travel Reimbursements (TR), CDA Application/Renewal payment/reimbursements, and CPR/FA reimbursements.
3. Provide support for the SEED Professional Development Committee and sub-committees. This includes logistical support, preparing meeting materials, drafting meeting minutes, etc.
4. Assist SEED in supporting the Trainer and Training approval process and database
5. Collaborate with the SEED team and thread Professional Development team to advance team goals and projects.
6. Work collaboratively with and support the SEED Director on the following items:
 - a. Data collecting and reporting for grants and other identified needs.
 - b. Assist agency Directors in collecting, analyzing, and reporting professional development trends using statewide SEED Registry data and CCR&R training data.
 - c. Present and/or co-present to child care and/or school-age programs, conferences, etc. on the SEED Registry and benefits of membership.
7. Other duties as assigned.

Qualifications:

1. Associates degree required, BA degree preferred, in business, communication, administration, or related field.
2. Previous experience with database coordination and reporting required, experience Crystal Reports and/or Salesforce preferred.
3. Fluent or proficient in MS Excel,
4. References and valid identification required.
5. Must pass background check.

Key Competencies:

1. Ability to use database systems and general office programs including Microsoft Word, Excel, Access, PowerPoint and Outlook.
2. Ability to communicate effectively with a diverse group of providers, parents, staff and members of the community.
3. Ability to multi-task
4. Knowledge of early care and education programs and services, and community collaboration initiatives.

Schedule and Compensation:

Position Hours: Monday-Friday, 9am-5pm

Location: 3350 Commercial Dr. Ste. 203 Anchorage, AK 99501

Position Type: Permanent, Full Time

Classification: Non-Exempt

Supervisor: SEED Director

Supervises: None

Hiring Range: \$19/hr.-\$22/hr. DOE

Benefits: 20 days of PTO (starting), 13 paid holidays, 403b match, High-Deductible Health Plan with HSA option (employer contributes may \$750/year to HSA), Dental, Vision, Life, and EAP. All premiums covered 100% for employee's health, dental, vision, life, and EAP. Free **thread** services.

To Apply:

Please email a cover letter and resume to hr@threadalaska.org with "Professional Development Associate" in the subject line. Open until filled.

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