

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 Professional Development and Learn & Grow teams and backup support to the Administrative Associate.

1. Work closely with the Administrative Associate and provide backup to this position when he/she is unavailable. Responsibilities are:
 - a. Greet and direct walk-in visitors in a friendly and professional manner.
 - b. Communicate information about thread services to customers.
 - c. Manage multiple line phone system with voice mail.
 - d. Answer calls and take accurate messages.
 - e. Manage incoming and outgoing mail and facsimiles.
 - f. Assist in the preparation and follow through for meetings and trainings held onsite.
 - g. Maintain referral line schedule.
 - h. Oversight of the reception area, training rooms and copy room including organization and cleanliness.
 - i. Assist with training support as needed.
2. Collaborate with **thread's** Professional Development, Learn & Grow and SEED teams to advance each team's goals and projects.
3. Work collaboratively with and support the SEED Director and the Learn & Grow Director on the following items:
 - a. Data collecting and reporting for grants and other identified needs.
 - b. Support and assist clients with registry membership process.
 - c. Support the statewide professional development financial reimbursement program.
 - d. Support and assist Learn & Grow on activities such as document management, enrollment, and administrative duties.
4. Assist agency Directors in collecting, analyzing, and reporting professional development trends using statewide SEED Registry data and CCR&R training data.
5. Present and/or co-present to child care and/or school-age programs, conferences, etc. about thread; the SEED Registry and benefits of membership; and Learn & Grow.
6. 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 desired.
3. References and valid identification required.
4. 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.

Updated 01-2018

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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: Director of Professional Development
Supervises: None
Hiring Range: \$19/hr.-\$22/hr. DOE

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

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.

Updated 01-2018