

# System Development Coordinator Job Description



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## 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, and supporting early educators through training and consultation.

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## Specific Responsibilities:

The Systems Development Coordinator provides development support and implementation of projects and programs for the Alaska System for Early Education Development (SEED) and Learn & Grow, Alaska's Quality Recognition and Improvement System, with a specific focus on data systems

1. Work to facilitate the development of a database to support Alaska's Trainer and Training Registry
2. Ensures the trainer and training registry reflects and aligns with current research, the SEED Registry, Core Knowledge and Competencies and the Early Learning Guidelines
3. Develop and implement Trainer and Training Registry processes including approval processes, policies/procedures, quality assurance processes, and workflow processes
4. Produce and disseminate Trainer and Training Certificates
5. Work in a team-based environment to align database systems and information for effective data collection
6. Support the Learn & Grow Director and SEED Director, as well as a diverse group of statewide stakeholders
7. Provide accurate program data for grant proposals and reports
8. Provide direct services to parents, providers, and the community as needed
9. Other duties as assigned

## Qualifications:

1. BA required, MA/MS preferred, in business, database management, project management, or related field
2. Prior experience implementing and managing the creation of a database system preferred
3. Prior experience with program development and reporting required
4. References and valid identification required
5. Must pass background check

## Key Competencies:

1. Knowledge of early childhood education programs and services, and community collaboration initiatives
2. Strong technical writing skills required
3. Experience developing programs and/or systems
4. Experience with the development of policies and procedures
5. Ability to use modern technology to enhance business services
6. Ability to communicate effectively with a diverse group of providers, parents, staff and members of the community
7. Ability to use database systems and general office programs including Microsoft Word, Excel, Access, PowerPoint and Outlook
8. Ability to effectively facilitate and lead stakeholders to achieve goals

## Schedule and Compensation:

**Position Hours:** Monday-Friday, 9am-5pm, other hours as required

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

**Position Type:** Full Time, 40 hours/week

**Classification:** Non-Exempt, Permanent

**Hiring Range:** \$20 - \$24 / hour

**Supervisor:** SEED Director

**Supervises:** None

**Benefits:** 20 days of PTO (starting), 13 paid holidays, 403b match, Medical, Dental, Vision, Life/ AD&D, 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](mailto:hr@threadalaska.org) with "System Development Coordinator" in the subject line. Open until filled.

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