

JOB POSTING

Professional Development Coordinator

Posted: January 17, 2012

Available Immediately

Job Summary

Resources for Child Caring (RCC), is an organization whose mission is to raise the standard of care for children. We currently have a Full Time position available for a Professional Development Coordinator coordinate training and provide professional development advising to individual child care providers.

Responsibilities

- Identify and assess training needs for individual providers and child care centers
- Recruit participants for trainings
- Confirm trainers, manage trainer contracting and prep
- Coordinate venues for training
- Coordinate and deliver trainings based on grants and other projects
- Create content for 3 annual catalogs based on needs and demands
- Create marketing for special events
- Monitor trends and demands from constituents and update training offerings to respond to demands
- Identify Tailored Training (TT) needs
- Develop and coordinate TT programs
- Source new trainers and support in MNCPD approval process

Requirements

- Bachelor's degree in Early Childhood (preferred) or similar field
- 1 – 3 years' experience working with early childhood programs
- Working with CCRR system and/or higher education a plus
- Experience with professional development coordination, supervision, or management
- Working knowledge of basic MS Office programs (Outlook, Word, Excel)
- This position is mostly sedentary with occasional demands to lift over 20 pounds and to move wheeled meeting room furniture to prepare for trainings
- There is frequent keyboarding, computer use and communicating via phone, email and in person
- Valid driver's license, reliable personal vehicle and proof of insurance is required for metro area travel
- Occasional evenings, potential for weekend hours

Salary and Benefits

RCC offers competitive salary and an excellent benefits package. Our 90+ employee agency offers flexible schedules and a family-friendly, professional work environment in an award winning building located in Little Canada near Highways 35E and 694.

How to Apply

Submit **cover letter** and **resume** with **salary history** to:

Email - jobs@resourcesforchildcare.org with ATTN: HR – PD Coordinator on the subject line

Mail - Resources for Child Caring, ATTN: HR - PD Coordinator
10 Yorkton Court; St. Paul, MN 55117

Fax - 651-645-0990, ATTN: HR – PD Coordinator