



The Brazelton Touchpoints Center, Boston Children's Hospital is seeking a program coordinator to support initiatives to support of a National Center on Parent, Family and Community Engagement (NCPFCE), awarded by the Office of Head Start and Office of Child Care. The Center identifies and disseminates exemplary practices to early childhood programs related to parent, family and community engagement practices that are positively associated with the development of and learning for children from birth-to-five. <http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/family>. This is a grant funded position.

Position Summary

The Program Coordinator II is responsible for coordinating and supporting communications for projects in the areas of resource development, training and technical assistance, and dissemination. This role executes a variety of tasks to support NCPFCE initiatives to ensure the success of capacity building efforts for the early care and education field. The Program Coordinator II tracks progress of projects, provides timely updates, develops content for communications and required reporting, provides logistical support for internal and web-based meetings, and prepares and drafts meeting minutes.

Major Responsibilities and Key Tasks

- Contribute to the development and implementation of dissemination plan, messaging and promotions to a variety of constituencies including: early childhood professionals, NCPFCE partners, and stakeholders primarily in early childhood education;
- Contribute, plan, and complete tasks for projects in resource development, training and technical assistance and dissemination; oversee efforts and communicate to management risks or problems as they arise;
- Develop and write content for electronic and print communications of high quality including conference materials, web site content, webcasts, web-based learning, social media messaging, newsletters, brochures, promotional literature, videos, and other materials;
- Maintain calendar related to dissemination efforts that include but not limited to national and regional conferences, web postings, webinars, e-newsletters, email blasts and social media to ensure timely submissions of materials for presentations & workshops;
- Provide support for organizing and preparing information for monthly and quarterly reporting, proposals, evaluation, work plans, and other documentation;
- Track, maintain, and generate comprehensive project plans, reports, and documentation to track key performance and progress across efforts; complete data entry where needed.
- Schedule and provide logistical support for meetings, events, and calls; document, prepare, proofread, edit, and circulate meeting minutes and action items;
- Complete other duties and special projects as needed.

Knowledge/Skills/Attributes

- Strong interpersonal skills with ability to influence others and to establish cooperative working relationships;



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- Excellent command of English language and grammar, in both verbal and written formats; demonstrated ability to create, compose, and edit effective written communication materials in a timely manner; fluency in other languages a plus;
 - Strong project management, prioritization, and problem-solving skills;
 - Ability to take initiative, think ahead and follow tasks through completion on deadline;
 - Ability to track and perform multiple tasks efficiently and effectively in a high workload environment; must be motivated, detail oriented and highly organized;
 - Ability to collect and analyze information and problem-solve;
 - Ability to document, produce and circulate accurate meeting minutes;
 - Proficient with computer applications – a thorough command of Microsoft Office Suite (Excel, PowerPoint, and Word) and the ability to learn and master other computer technology/software; database experience a plus;
 - Ability to work with a culturally diverse staff in the Boston office and remote locations;
 - Ability to process and protect confidential information in a professional manner.

Education and Work Experience Requirements

- Proven work experience as a project coordinator or similar role;
- Minimum of 2 years successful and progressively responsible work experience in project management or marketing operations; 3 - 5 years preferred;
- Associates degree in Communications or related field of study; Bachelor's degree preferred.
- Must have experience and demonstrated success in executing projects and efforts with multiple constituencies.

How to Apply:

Interested and qualified applicants should send a resume and cover letter to

Boston Children's Hospital is an equal opportunity/affirmative action employer and encourages applications from women, minorities, veterans, persons with disabilities and bi-lingual candidates

Candidates who are bi-lingual (English & Spanish) or of color are encouraged to apply.