



The Brazelton Touchpoints Center at Boston Children's Hospital is seeking a Program Coordinator II to support the National Center on Parent, Family and Community Engagement (NCPFCE), awarded by the U.S. Administration for Families and Children through the Office of Head Start and the Office of Child Care. NCPFCE identifies and disseminates exemplary parent, family, and community engagement practices to early childhood programs throughout the U.S., Tribal Communities, and U.S. Territories related that are positively associated with the development of and learning for children from birth-to-five. This is a grant funded position.

### **Position Summary**

The Program Coordinator II is responsible for coordinating activities of the teams that make up the NCPFCE including resource development, training and technical assistance, dissemination, operations, and administration. This is a central role that requires excellent project management, communication, and a strong desire to support the work of the NCPFCE project. The Project Coordinator II is responsible for projects and tasks within NCPFCE to ensure the success of capacity building efforts for the early care and education field.

### **Responsibilities**

- Project Management
  - Plan, contribute to, and/or complete tasks for projects in resource development, training and technical assistance, and dissemination; communicate risks or problems to management as they arise
  - Use project management software to track individual projects
  - Schedule and provide logistical support for meetings, events, and calls; utilize various tele- and web-communication platforms
  - Document, prepare, proofread, edit, and circulate meeting minutes and action items
- Dissemination
  - Contribute to the development and implementation of project plans for dissemination, messaging, and promotion to constituencies including: early childhood professionals, NCPFCE partners, and stakeholders, primarily in early childhood education
  - Develop and write high-quality content for electronic and print communications including conference materials, web site content, webcasts, web-based learning,

- social media messaging, newsletters, brochures, promotional literature, videos, and other materials
  - Maintain dissemination calendar that may include national and regional conferences, web postings, webinars, e-newsletters, email blasts, and social media to ensure timely submissions of materials for presentations and workshops
- Reporting
  - Support preparation of weekly, monthly, and quarterly federal reports, proposals, evaluation, work plans, and other documentation
  - Support the development of comprehensive project plans, reports, and documentation to track key performance and progress across efforts; complete data entry where needed
- Special Projects Support
  - Special Projects will be assigned as needed and based upon the needs of the NCPFCE. Project support may span the TTA, Resource Development, Communications and Administrative teams such as the Family Services Institute

### **Knowledge/Skills/Attributes**

- Strong interpersonal skills with ability to influence others and to establish cooperative working relationships
- Excellent communication skills, 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 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**

- Experience in early childhood development, mental health, public health or other similar discipline
- Demonstrated project coordination skills in a similar role  
Minimum of 2 years successful and progressively responsible work experience in project management or project coordination; 3 - 5 years preferred
- Bachelor's degree required; master's preferred
- Must have experience and demonstrated success in executing projects and efforts with multiple constituencies

Please contact [Catherine Knowles-O'Brien, Ed.D.](#) for more information; no phone calls please.