



Brazelton Touchpoints Center Evaluation Team IELC Project Coordinator Job Description

Organization Overview

Brazelton Touchpoints Center (BTC) is a mission-driven organization that offers a dynamic, team-oriented atmosphere. The organization is a leader in community research and professional development related to parent, family, and community engagement and community systems building in the US and internationally. BTC was founded over twenty-five years ago by renowned pediatrician Dr. T. Berry Brazelton. It is housed in the Division of Developmental Medicine at Boston Children's Hospital (BCH), a Harvard Medical School teaching hospital ranked #1 in the world for pediatric health and care. BTC develops and applies knowledge of early childhood development and family well-being to practice and policy through professional and organizational development. For more information about the center, please visit www.brazeltontouchpoints.org.

Equity, Diversity & Inclusion

At BTC, we are committed to creating a lasting community of equity, inclusiveness, and belonging. Our ongoing commitment is focused on creating practices that advance racial and social equity for the benefit of Black, Indigenous, and people of color (BIPOC), and expand upon project work related to racial equity and social justice. We engage in reflective practices to enhance equitable outcomes and reduce bias and prejudice in our partnerships with each other and the children, families, and communities we have the honor to serve. While we still have much work to do, we know that the path to racial and cultural equity is a journey – it is one that we embrace fully. The Brazelton Touchpoints Center is committed to creating learning and growth opportunities through collaborative, strengths-based, culturally-affirming approaches within its own organization and in its partnerships with all others.

Indigenous Early Learning Collaborative

BTC has received a grant from the W. K. Kellogg Foundation to establish an Indigenous Early Learning Collaborative (IELC). The IELC will facilitate locally driven community-based inquiries led by Native peoples and communities. Problems identified and solved from within communities have the greatest chance of being effective over the long term. Native communities have the ability to identify areas of need and challenge, and to implement community-based solutions for obstacles to success. Often

Native Communities, however, do not have the resources or knowledge about inquiry to study the issues, analyze evidence, and create their own long-term, sustainable solutions. The national ILEC seeks to solve this gap with urban and rural Native communities seeking to achieve equitable and vibrant communities.

ILEC Project Coordinator

BTC is seeking qualified applicants for a half-time (20 hours per week) Project Coordinator (PC) position to support the ILEC. Under supervision from the Project Director, the PC will provide advanced administrative and strategic support to implement the goals of the department as well as those of various projects. The PC will develop plans, materials, and systems and coordinate the day-to-day activities of the department as well as for assigned improvement engagements to ensure key project deliverables and deadlines are achieved.

Principal Duties and Responsibilities

The statements below describe the essential duties of the person or persons assigned to this job. They are not intended as an exhaustive list of all job duties and responsibilities.

1. Coordinate the day-to-day activities of the project, including setting up tracking systems, organizing meetings, and monitoring and tracking of project deliverables.
2. Work with Program Director and Program Manager to develop a comprehensive workflow process for projects.
3. Responsible for timely and courteous interaction with Indigenous partners.
4. Work with project team to understand and assist with tracking all work, tasks and project assignments.
5. Complete assigned project activities with direct supervision. This will include the following steps:
 - a. Gather requests and schedules;
 - b. Maintain document control and database management;
 - c. Organize and track project activities , assignment tasks, meetings and communications;
 - d. Communicate with team members, stakeholders and leadership; and
 - e. Develop and maximize improvement plans.
6. Compose, edit and deliver written and verbal communications to key stakeholders (internal and external), senior leadership and associates at all levels of the organization as needed.
7. Develop project relate deliverables with direct supervision, including improvement action plans, process workflow diagrams, PowerPoint presentations, status reports, communication plans, meeting minutes and project plans/timelines.
8. Facilitate partner relationships throughout the project lifecycle.
9. Develop material for communication about the project.

10. Acts as a liaison with the relevant work groups and develops linkages. Acts as liaison with other departments and regulatory agencies and consultants on analyses of financial, clinical or administrative data.
11. Oversees and facilitates the production of training materials, newsletters and other appropriate products generated by the project.
12. Actively contribute to staff development and internal departmental process improvement.

Minimum Knowledge and Skills Required

1. Work requires the knowledge of theories, principles, and concepts typically acquired through completion of a Bachelor's degree in a health related field and at least one to two years' experience in an administrative role and/or projects-related role. Experience working with Native American communities preferred. Native American candidates encouraged to apply.
2. Work requires tact, attention to detail, timely responsiveness, ability to work independently and ability to interact.
3. Work requires the ability to effectively coordinate the activities of project staff and Indigenous partners.
4. Work requires the ability to effectively deal with conflicting views or issues and mediating fair and workable solutions.
5. Technically competent with various software programs such as Microsoft Office (Word, Excel, PowerPoint, Outlook), and Zoom. Familiarity with project management software a plus.

Please note: During a public health emergency, individuals in this role may be expected to take on additional duties to respond to organizational needs.

Application Process

To apply for the IELC Project Coordinator position with Brazelton Touchpoints Center at Boston Children's Hospital, please visit:

<https://www.childrenshospital.org/career-opportunities>

Click on *Advanced Search* and enter 59211BR in the AutoReqId field. Be prepared to upload your cover letter and resume once you have created an account.

BIPOC & diverse candidates strongly encouraged to apply

For more information, please visit: <https://www.brazeltontouchpoints.org>

BCH offers competitive compensation & benefits. BCH is an Equal Opportunity/Affirmative Action Employer. Qualified applicants will receive consideration for employment without regard to their race, color, religion, national origin, sex, sexual orientation, gender identity, protected veteran status or disability.