



Brazelton Touchpoints Center Team
Professional Development and 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 IELC seeks to solve this gap with urban and rural Native communities seeking to achieve equitable and vibrant communities. This position will have a substantive role in supporting this project.

IELC and Professional Development Project Coordinator

BTC is seeking qualified applicants for a full-time (40 hours per week) Project Coordinator (PC) position to support the professional development (PD) programs and the IELC project. Under supervision from the Project Director, the PC will provide advanced administrative and strategic support to implement the goals of the PD department and specifically to the IELC project. The PC will develop plans, materials, and systems and coordinate the day-to-day activities of the department 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 IELC project and professional development implementation activities, including setting up tracking systems, organizing meetings, and monitoring and tracking project deliverables.
2. Work with leadership to develop comprehensive workflow processes for the IELC and professional development projects.
3. Develop deliverables with direct supervision, including IELC deliverable tracking, PD training data tracking, work processes, training registration reports, meeting minutes, and project plans/timelines.
4. Complete assigned PD training implementation activities with direct supervision. These will include the following:
 - a. Entering training events into calendar and learning management system
 - b. Generating participant lists for training events
 - c. Tracking pre- and post-survey completion
 - d. Generate training certificates for participants
 - e. Insure training materials are available to participants
5. Responsible for timely and courteous interaction with all partners, including Indigenous partners; facilitate partner relationships throughout the project lifecycle.
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-related deliverables with direct supervision, including improvement action plans, process workflow diagrams, PowerPoint presentations, status reports, communication plans, meeting minutes, and project plans/timelines.
8. 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.
2. Experience working with Native American communities preferred. Native American candidates encouraged to apply.
3. Work requires tact, attention to detail, timely responsiveness, ability to work independently, and ability to interact with others.
4. Work requires the ability to effectively coordinate the activities of project staff and Indigenous partners.
5. Work requires the ability to effectively deal with conflicting views or issues and mediate fair and workable solutions.
6. 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 Professional Development and 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 **59994BR** 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.