



Brazelton Touchpoints Center Children's Hospital Boston National Center for Parent, Family and Community Engagement Profile for Senior Training and Technical Assistance Specialist

The Brazelton Touchpoints Center, Boston Children's Hospital is seeking a Senior Training and Technical Assistance Specialist to support training and technical assistance for a National Center on Parent, Family and Community Engagement (NCPFCE) awarded by the Office of Head Start and Office of Child Care. NCPFCE will identify and disseminate evidence-based and 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: Expectations and Opportunities

The Senior Training and Technical Assistance Specialist will support development and delivery of all NCPFCE training, professional development, virtual learning opportunities and technical assistance for the Head Start and Child Care community. This position will work in close partnership with a team to ensure high quality delivery and dissemination of training and technical assistance products in line with the goals, needs and rich, diverse experience of the Head Start and Child Care community. This position may also require presentations at state, regional and national conferences and active participation in state, regional and national meetings, at times requiring extensive travel. The Senior Training & Technical Assistance Specialist is also responsible for reviewing and contributing to expanding NCPFCE training resource.

The ideal candidate will have experience in child development/early childhood education and family services, with extensive knowledge about working with children and families from diverse cultural and economic backgrounds. A deep understanding of the role of families in the development and learning of children is essential. This position will require demonstrated experience in planning and leading projects to facilitate learning through training delivery and product development. In-depth knowledge of adult learning principles is highly desirable.

This is a great opportunity to work with a major national voice in shaping and informing the conversation about the importance of parent, family and community engagement, and contributing to our strategy to create more effective research-based policies and practices to support the Head Start, Child Care and early childhood community in the regional, state and local efforts to promote school readiness and family engagement outcomes for children and families served by Head Start. This position requires travel a minimum of twice per month.

Responsibilities

- Contribute to the planning, development and execution of professional development strategy, including the creation and delivery of content and services to enhance and promote effective family engagement practices. Work with NCPFCE leadership team to develop and execute vision, strategy and work plans.
- Plan and deliver training in a variety of formats (in person, webinar, conferencing) to help program staff, T/TA providers and other early childhood educators apply knowledge to practice.
- Contribute as a team member to projects to design and deliver multi-media learning products to promote and advance learning with and from the Head Start community, early childhood education field and to support capacity building for the T/TA Network.



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- Support planning and implementation of training and learning events that include follow-up technical assistance to help program staff, T/TA providers and other early childhood educators apply the knowledge to practice. Training will include on-site and online offerings. Ensure projects are completed on time and within budget.
- Support collection of data to track T/TA delivery and NCPFCE performance in partnership with the Evaluation Team. Contribute to data collection, synthesis and analysis for NCPFCE T/TA delivery and regional office and grantee performance (e.g. program information report (PIR), monitoring).
- Produce reports and promote the use of NCPFCE performance data and cross-center for continuous improvement and to evaluate progress toward shared goals and objectives.
- Liaise cross-functionally with internal teams to maintain consistency and alignment with BTC and NCPFCE overall content, philosophy, and research and evaluation supporting training content.
- Represent the National Center and present information at national conferences and forums.
- Other duties as assigned.

Qualifications

- Bachelor's degree in related field. Master's degree preferred.
- Minimum 5 years of experience in project management. Professional development program development and management a strong plus.
- Strong facilitation skills: presenting ideas, listening, clarifying, probing for understanding, self-awareness, ability to self-correct, and respect for ideas of others. Demonstrated ability to think quickly, improvise and adjust to the needs of others
- Knowledge and experience with early education programs and systems, especially Head Start, Early Head Start or Child Care.

Attributes

- Strong judgment, integrity and capacity to work under federal directives and scrutiny.
- A passion for the mission of the Center and sensitivity to the needs of the children and families served by the Offices of Head Start and Child Care.
- Flexibility and agility in responding to changing deadlines, priorities and requests.
- Self-starter and effective team player with a collaborative, collegial spirit.
- Stellar written and verbal communication skills for our intended audiences.
- Ability to travel a minimum of two times per month is required.
- Excellent computer systems skills; knowledge of and interest in new media/Web 2.0
- Strong interpersonal skills necessary for engaging with a wide array of stakeholders, via telephone and other media and in person.
- Ability to resolve problems effectively and handle sensitive situations and confidential information with discretion.

Apply

Interested and qualified applicants should visit <http://www.childrenshospital.org/career-opportunities> and refer to AutoReqID #37634BR.

Children's Hospital Boston is an equal opportunity/affirmative action employer and encourages



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applications from women, minorities, veterans, persons with disabilities and bi-lingual candidates.