



Position Title: Early Childhood Development Coordinator
Department: Quality Programs
Reports To: Manager, Early Childhood Development
Category: Full-time: 37.5 hours per week

About Thrive Birth to Five: Thrive Birth to Five (TB5) has been the early childhood systems building organization in the Richmond Region since 2007 and was designated Ready Region Central by the Virginia Early Childhood Foundation (VECF) and the Virginia Department of Education (VDOE) in 2022. TB5's regional community partners include 125+ diverse public and private organizations that work collectively to ensure all children are ready to succeed in school, work, and life. Partners include childcare entities, school systems, state and local government, nonprofit and philanthropic organizations, and local businesses. Our region includes the counties of Charles City, Chesterfield, Dinwiddie, Greensville, Goochland, Hanover, Henrico, New Kent, Powhatan, Prince George, Surry, and Sussex counties, as well as the cities of Colonial Heights, Emporia, Hopewell, Petersburg, and Richmond.

About Virginia Quality Birth to Five (VQB5): Communities across Virginia are building a birth-to-age 5 quality system that supports school readiness for Virginia's children served in publicly funded early childhood care and education (ECCE) classrooms. These efforts are supporting Virginia's implementation of a unified rating and improvement system to increase access to quality early care and education programs. The unified system will focus on effective interactions and experiences for infants, toddlers, and preschoolers across all early education program types, particularly those who are most vulnerable and farthest from opportunity. The primary instrument to measure quality is the Classroom Assessment Scoring System™ (CLASS™), which measures the multiple dimensions of teacher child interactions that are linked to student success.

About Mixed Delivery: Virginia's Mixed Delivery program provides full-day, year-round preschool and child care for eligible infants, toddlers and preschoolers at minimal cost to families, meeting their needs and preferences in private providers.

Purpose of the Position:

The Early Childhood Development Coordinator, under the direction of the Senior Manager, Early Childhood Development, will help Thrive Birth to Five implement all deliverables of Ready Region Central.

Areas of Responsibility:

- Verify and process invoices, incentives and stipends for multiple projects
- Collect and process necessary Professional Learning Community documents
- Support Mixed Delivery attendance tracking and necessary child eligibility documentation
- Monitor Mixed Delivery program compliance
- Maintain CLASS observer quality assurance documentation

- Verify data across multiple software platforms and support ECCE programs and CLASS observers to ensure all deadlines are met
- Help create and implement processes for a new tuition assistance program
- Support ECCE programs on site with completing deadlines and offering related technical assistance
- Others duties as assigned

Education/Experience/Skills/Qualifications:

- **Tech Savvy:** Strong Excel skills. Proficiency with Microsoft Office. Experience in Customer Relations. Preferred experience in Salesforce, Basecamp, LinkB5 and/or the Mixed Delivery Portal.
- **Grant Experience:** Flexible, detail oriented and deadline driven. Good written and verbal communication skills.
- **Relationship Building:** Skilled at establishing and cultivating strong relationships both internally and externally – including ECCE providers, educators and contractors.
- **Education/Experience:** At least two years of experience in data collection and entry.

Salary: \$42,000-\$46,000

A permanent position eligible for a competitive salary and benefits package, including health and dental insurance with generous employer contributions, employer paid short-term and long-term disability and life insurance. Accrued vacation up to 20 days per full year. Hybrid work is an option after a training period, up to two days per week.

Anticipated start date: Mid-August, 2024

To apply for this position:

Submit a cover letter and resume to info@thriveB5.org by June 14, 2024

Thrive Birth to Five is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: we are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. We do not tolerate discrimination or harassment based on any of these characteristics.