

## Early Childhood Coalition Coordinator

### Job Description:

The San Miguel County Early Childhood Coalition (SMCECC) is seeking a coordinator to provide coordination and leadership in aligning community efforts to improve outcomes for children in our community through actively soliciting and listening to community voices, gathering data to identify challenges families face and resources that would support them, and leveraging collaborations and partnerships to enhance services and opportunities for families.

### Primary Responsibilities:

- Provide organizational support to the Early Childhood Coalition (county-wide in San Miguel County).
- In partnership with the SMCECC Leadership Team, develop a county-wide Early Childhood Needs Assessment to be used to develop and begin implementation of a Strategic Plan.
- In partnership with the leadership team, develop an Evaluation Plan to continuously assess progress towards goals, as identified in the strategic plan.
- Increase parent and provider awareness of available Early Childhood services.
- Increase community awareness of the importance of high-quality, culturally competent early childhood education.
- Work closely with the Northeastern Regional Education Cooperative, the fiscal agent, to monitor budget and required documentation.
- Complete grant reporting requirements.

### Qualifications:

- Bachelor's degree in Early Childhood Education, Education, Community/Regional Planning, Public Health, Public Policy, Social Work or equivalent interdisciplinary degree.
- Experience in educational and community settings.

### Preferred Background & Knowledge:

- History of working in San Miguel County and familiarity with key organizational stakeholders.
- Proven community organizing competencies, including shared and collaborative leadership, in diverse communities.
- Understanding of social determinants of health and adverse childhood experiences.
- Strong written and oral communication skills.
- Social media and web technology skills.

**Contracted full-time position at \$48,000 per year. Requires some travel, mainly within the county, and occasional weekend and evening hours.**

If interested, please submit a letter of interest, resume and three references to:

Attn: Early Childhood Coalition  
Northeastern Regional Education Cooperative  
PO Box 927  
Las Vegas, NM 87701

All documentation must be submitted by Thursday, March 31st. For questions about the position, please email Elizabeth Ratzlaff at [ekratzlaff@gmail.com](mailto:ekratzlaff@gmail.com)