



Building Bright Futures

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Building Bright Futures | Early Childhood Action Plan (ECAP) Coordinator

Building Bright Futures is Vermont's early childhood public-private partnership established by law to monitor the state's early care, health and education systems and to advise the Administration and legislature on policy and systems improvements. BBF operates at the state and local level to convene stakeholders and community members with a common goal of meeting the diverse needs of all Vermont children and families.

The Early Childhood Action Plan is the road map to reach Vermont's goals and commitment to ensure our state's children grow up happy, healthy and ready for a lifetime of learning. The **Action Plan** charts a critical framework and courses of action for the early childhood system partners to work in a coordinated, integrated and accountable way towards a common vision to help Vermont achieve six goals.

Action Plan Goals

Goal 1: All children have a healthy start.

Goal 2: Families and communities play a leading role in children's well-being.

Goal 3: All children and families have access to high-quality opportunities that meet their needs.

Goal 4: Vermont invests in prevention and plans for the future success of children.

Goal 5: Data and accountability drive progress in early childhood outcomes.

Goal 6: The early childhood system is innovative and integrated across sectors in order to better serve children and families.

The ECAP Coordinator is responsible for the overall coordination and implementation of the ECAP. The ECAP Coordinator will implement the ECAP in accordance with the ECAP implementation plan, structure and processes and procedures established. The ECAP Coordinator will work in coordination with the Executive Director, BBF State Advisory Council, BBF Committee members, BBF ECAP Implementation Team members, BBF Regional Council network, and in partnership with key early childhood stakeholders and organizations. The ECAP Coordinator is responsible for coordination of Statewide Committee's and Implementation Teams, collaboration with statewide partners, and ensuring accountability and reporting on statewide progress.

The ECAP Coordinator position is 32 hours a week with a competitive salary, comprehensive benefits and vacation package.

Building Bright Futures statewide network:

Addison Building Bright Futures, **Bennington** Building Bright Futures, **Caledonia and Southern Essex** Building Bright Futures, **Central Vermont** Building Bright Futures, **Chittenden** Building Bright Futures, **Franklin Grand Isle** Building Bright Futures, **Lamoille Valley** Building Bright Futures, **Northern Windsor and Orange** Building Bright Futures, **Orleans and Northern Essex** Building Bright Futures, **Rutland** Building Bright Futures, **Southeast Vermont** Building Bright Futures and **Springfield Area** Building Bright Futures

PRINCIPAL DUTIES

Work with Executive Director and the ECAP Leadership Committee to manage and monitor ongoing Action Plan activities

Work closely with the BBF Executive Director and the ECAP Leadership Committee to continue to develop the ECAP implementation cycle and related structures and procedures, provide recommendations, and implement strategies, actions and guiding documents to improve the ECAP.

Support the formation, development and reporting of the ECAP Implementation Teams including:

- Ensuring Implementation Teams form to focus on strategies/actions
- Working with BBF Leadership and Implementation Teams to develop performance measures for strategies/actions
- Assisting Implementation Teams to identify a Lead who is responsible ensuring progress, reporting, and ongoing communication
- Ensuring quarterly reporting of Implementation Team progress to Coordinator and assigned BBF Statewide Committee
- Providing technical assistance to Implementation Teams as needed

Coordinate and report to the BBF State Advisory Council from BBF Committees regarding implementation Teams' progress on prioritized strategies/actions

Staff and participate in BBF Committee Meetings, ECAP Implementation Team meetings, State Advisory Council Meeting and other meetings as needed

Conduct outreach to key stakeholder and partners and regularly meet with various groups on a regional basis, to ensure effective communication and collaboration on the work of the ECAP

Consult with the BBF Deputy Director and Regional Coordinators to ensure alignment between the statewide ECAP and 12 Regional Plans

Ensure final Policy recommendations, ECAP prioritized strategies/actions, and accomplishments are included in How Are VT's Young Children

Coordinate Early Childhood Action Plan Summit

- Coordinate facilitation and agenda setting
- Manage logistics – venue, materials, invite list, RSVP
- Ensure the event includes –
 - Report on previous year's accomplishments and challenges
 - Process for prioritizing strategies/actions for the next year
 - Process for identifying Implementation Teams

Work with BBF Leadership to ensure follow up from the Summit (finalize prioritized strategies/actions and identification of Implementation Teams) for State Advisory Council decision making

Update the full ECAP plan with accomplishments and changes based upon quarterly reports from Implementation Teams and the Summit

Work with the Vermont Insights Coordinator to update the ECAP Scorecard quarterly

Develop written materials, data reports and other publications to share with stakeholders, as well as the BBF State Council. Prepare and disseminate regular Plan communications, and documents for policymakers that capture important developments in the Plan's work.

Work with the BBF Communications Director to ensure regular communication with stakeholders and the broader population regarding ECAP progress (newsletters, website, scorecard, meetings)

OTHER DUTIES AS ASSIGNED

Statewide travel will be required. Employees must have a current and valid Vermont Driver's License or equivalent from another state, and access to an insured vehicle.

QUALIFICATIONS

Applicants must have at least four years of professional, administrative or managerial experience in business, public, or non-profit, and/or public policy.

Additional desirable experience and areas of expertise include, but are not limited to:

- Experience work with a diversity of state stakeholders and key partners across service delivery sectors
- Understanding of and experience working in Vermont's Early Childhood system
- Strong group and meeting facilitation skills
- 1 -2 years of Project Management experience overseeing projects with a statewide scope
- Knowledge and understanding of Continuous Quality Improvement (CQI) process and framework, and Results Based Accountability (RBA)
- Exceptional organizational skills and computer skills

EDUCATION

Required: At least a Bachelor's degree with a major in early childhood, education, mental health, health, business, public or non-profit administration, and/or public policy. Preferred: Master's degree in public policy, public administration or a related field; PLUS knowledge of the early care, health, and education service delivery and PK-12 education systems.

Application Process:

- Email a resume and cover letter including compensation requirements by May 22nd at 5:00 to kmobbs@buildingbrightfutures.org, Attention: Sarah Squirrel, Executive Director
- Position begins July 1st, 2017