

United Way of the Greater Lehigh Valley Job Posting

November 12, 2018

Position Title: Assistant Director, Early Childhood and Summer Learning

Department: Impact

Supervisor: Beth Tomlinson, Sr. Director, Education

Position Status: Full-Time/Salary/Exempt

Position Description

Lead and build capacity with key systems change in Early Childhood and Summer Learning to advance UWGLV Education Goals.

Position Accountabilities

1. Lead and effectively manage the Lehigh Valley Summer Learning Coalition to support Grade Level Reading (30% of time),
2. Lead and effectively manage the Lehigh Valley Early Childhood Coalition, in particular the continued roll out of the Talking Is Teaching: Talk, Read, Sing Campaign to support Grade Level Reading (30% of time),
 - a. Each of the above accountabilities require solid relationship management, community outreach and engagement, collaborative relationship building with providers and school districts, survey design, data collection and analysis, strong meeting facilitation, content support for marketing, support of sponsorships, donations and grants and an ability to keep track of new research and best practices from the field, coordination and provision of trainings to advance the work and strengthen the field. All of these pieces shall be performed through the lens of collective impact leadership.
3. Monitor & build capacity with partner investments in Early Childhood and Summer Learning (7% of time):
4. Supervise Summer Learning VISTA and Early Childhood VISTA (10% of time)
5. Relationship management with community partners and promotion of United Way of the Greater Lehigh Valley causes, initiatives and brand in the general community (3%)

Work Experience and/or Education

- 5-plus years of professional work experience in a range of the following: early childhood education, education administration, organizing community change, public policy, or social services. Relevant experience in the public sector, for-profit sector or a related education considered in lieu of work experience.

Skills

- Effective verbal and written communication skills
- Ability to implement data driven decision making
- Knowledge of the concepts of collective impact
- Demonstrated experience facilitating and leading volunteer committees
- Understanding of and commitment to the mission, vision, and goals of United Way
- Staff members who drive a vehicle on UWGLV business must provide proof of a valid driver's license and current automobile insurance.

Reasonable accommodations may be made to enable individuals to perform the essential functions. United Way of the Greater Lehigh Valley is an equal opportunity employer.

HOW TO APPLY

Interested candidates may e-mail or mail a resume and/or cover letter including salary requirements to:

United Way of the Greater Lehigh Valley

Attn: Mary Terp, Director, Human Resources

1110 American Parkway NE Suite F-120

Allentown, PA 18109

maryt@unitedwayglv.org

Phone 610-807-5712

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Greater Lehigh Valley**

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