



## Massachusetts Association for the Education of Young Children

Job Title: Program Manager  
Reports To: Board of Directors  
Salary: \$25/hour

Status: Part Time  
Category: non-exempt

The Massachusetts Association for the Education of Young Children (MAAEYC) is an affiliate of the National Association for the Education of Young Children (NAEYC). NAEYC is the nation's largest and most influential organization of early childhood educators and others dedicated to improving the quality of programs for children from birth through age eight. MAAEYC's mission is to collaborate with families, educators and agencies to support high quality early education and care through professional development and advocacy.

We are looking for an organized, dedicated leader to help move the organization forward towards short and long term goals that are in line with the strategic plan. The ideal candidate will have excellent communication skills, a great eye for detail, energy for supporting adult volunteers and a deep love and respect for the early childhood industry.

### **ESSENTIAL RESPONSIBILITIES**

- Oversee day to day operations and administration of the association
- Serve as key leader for the association by supervising and supporting staff and developing community relationships in a way that supports the association's mission.
- Operationalize the association's strategic plan as developed by the Governing Board
- Collaborates with Board President to plan Governing Board meetings, attends and provides relevant operational updates and administrative support
- Serve as association's liaison with the National Association for the Education of Young Children (NAEYC)

### **REQUIRED QUALIFICATIONS**

- Excellent written and verbal communication skills: Speaks clearly on behalf of the organization and advocates for/with community members. Communicates well with others, including sharing context and asking questions to understand others' perspectives.
- Pays attention to detail with an eye for the precision while staying focused on the big picture

- Tech Savvy: able to effectively utilize available resources to learn new software and technology systems. Enjoys operating in the digital world. Specifically, intermediate skills in Google Workspace, Microsoft Word/Excel, Zoom and ability to effectively utilize cloud based databases and applications such as Humanitru, Bloomerang, Constant Contact, Quickbooks, etc.
- 3+ years experience in early childhood education, family services, non-profit management, communications, social services, advocacy and policy, pediatric medicine, or any other field directly related to furthering MAAEYC's mission
- 2+ years experience in a supervisory or leadership role
- Commitment to approach work through an equity lens: Identifies decisions, policies, or practices that have disparate impacts based on identity. Is driven to make changes in systems and practices to operationalize equity.

### **PREFERRED QUALIFICATIONS:**

- Bilingual Spanish/English
- Vision and goal-setting: Adapts to the evolving needs of the organization and thinks 3 (or 30) steps ahead to develop solutions that achieve goals in their realm.
- Attentive, empathetic leadership: Enthusiasm for meeting and engaging with people. Empathizes with the communities we serve. Able to put people at ease, especially when there are lines of difference. Listens closely to understand needs or concerns and takes steps based on that input. Gets back to people in a timely manner. Takes pride in providing clear, helpful information.
- Coach and learning mentality: Helps others grow. Uses coaching, training, and feedback to develop others and support problem-solving. Sees mistakes as learning opportunities. Seeks and engages well with feedback.
- Mastery of communications strategy: Develops mission-driven plans to reach target audiences and achieve results. Demonstrated track record with media relations, branding, digital marketing, writing, public speaking, and web/social media.
- Issue familiarity: prior knowledge of or experience in state early education policy

### **APPLICATION INFORMATION**

MAAEYC is an equal opportunity employer and we value having staff who come from communities whose children are most impacted by historical and present-day oppression. We especially encourage people of color, LGBTQ people, transgender and gender non-conforming people, and people with disabilities to apply.

The position is part-time and is ideally based in Massachusetts (although we might have flexibility on location for the right candidate). The role requires some travel (a minimum of 5-10 days per year required for conferences but potential for more if travel is an interest to candidate). The salary for this position is \$25 per hour.

Schedule is incredibly flexible and often outside of typical 9-5 work hours. MAAEYC does not have a physical location and position will primarily work from home. At this time, all board and committee meetings are planned virtually. The annual conference is currently scheduled to be in-person with the option to switch to virtual, COVID conditions depending.

To apply, please email your resume and cover letter to: [jobs@maaeyc.org](mailto:jobs@maaeyc.org) with subject {Program Manager Application}