**Washington State Association of Head Start and ECEAP (WSA)**

**Seeks Professional Development Specialist**

**About Us**

The Washington State Association of Head Start and ECEAP (WSA) is a statewide three-person non-profit located in Bellevue, WA that provides high impact professional development to our members which include Head Start and ECEAP directors, staff, and parents. Each year we put together 4 to 6 training events, webinars, and learning opportunities for over 1,300 early learning professionals. We are a fun and relaxed environment and our senior staff have both been with the organization for over 10 years. We really love our jobs and the work we are doing to help our most at risk children get ready for kindergarten!

**The Opportunity**

We are looking for someone that would like to join our team as our new Professional Development Specialist. This is a part time contracted position within our organization (8 to 10 hours per week) that will be responsible for expanding and strengthening our professional development offerings. Specifically, they would oversee the following areas:

1. **Putting together new Quality Enrichment Circles.** Quality enrichment circles are opportunities for peers to get together for a full day to discuss issues relevant to their work. For instance, this might include early learning education coordinators, family engagement, nutrition, and health staff. The Professional Development Specialist would handle the logistics of these one day events, design an agenda, facilitate the meeting, find speakers if appropriate, and handle any follow up.
2. **Develop an Infant/Toddler conference.** There is demand for a regional pre-natal-3 focused conference that brings together supervisory and line-level staff in Early Head Start center and home-based, home visiting program staff, ESIT, and other professionals serving these children and families. The Professional Development Specialist would head up the planning and logistics of this event.
3. **Developing a monthly Webinar Series.** Our Association offers quite a number of in person professional development opportunities, but it is not always easy or affordable for Head Start and ECEAP staff to participate. So we would like the new Professional Development Specialist to create a monthly webinar series. Each month there would be a topic relevant to the needs of our community. The Professional Development Specialist would be responsible for working with us to determine topics of interest, identifying speakers, and for hosting the webinar series.

We also anticipate the Professional Development Specialist to be involved in keeping our calendar of opportunities up to date, working with us to survey and get feedback from our community, and giving us feedback on ways to strengthen our current package of training events.

**Qualifications**

We hope you will consider applying but before you do we are really looking for the following:

* We need someone who is **well organized.** As you can imagine it takes planning and work to put together and market events and webinars.
* We need someone who really **knows early learning.** This job is really meant for someone that has a good understanding of Head Start and ECEAP and has worked within the community. This person really needs to have credibility coming into this role and can really provide insights from their experience. We don’t think you would be successful unless you have at least **five years of relevant work experience.**
* We need someone is **well educated**. It is a requirement for the person applying to have at least a BA degree, but because of the expertise needed we would prefer a Master’s Degree or at least some graduate school, professional certification, or excellent experience.
* We need someone who is **mission driven.** We really would like someone who knows Head Start and ECEAP and is committed to helping our most at risk children and families succeed.
* We need someone who is both **culturally competent and has a firm grasp of racial equity.** We support and work with a diverse community. The new Professional Development Specialist must be responsive to this and help advance these issues forward through their work.
* We would like someone who has **experience with webinars and online learning**.
* We would like someone who is an **effective group facilitator.**

**Compensation/Working Environment**

This is a contracted position with a lot of flexibility and some travel. It’s a job for someone motivated and ready to go. We are paying $25-40 per hour and you can work from home 75% of the time. We just ask that you join us as needed to go over your progress and check in with us. We will also reimburse you for any travel expenses, supplies, and anything you need to be successful.

**Apply?**

Please send a short cover letter and resume to Katy Warren, Deputy Director at [Katy@wsaheadstarteceap.com](mailto:Katy@wsaheadstarteceap.com). We will be accepting applications through **Friday March 9th.**