



Delaware Association for the Education of Young Children

## **Career Advisement Coordinator and T.E.A.C.H. Assistant** **Position Description**

**Summary:** Responsible for coordinating and providing career advisement to Delaware's prospective and existing early care and education and school-age care professionals. Provide clerical assistance to T.E.A.C.H. Early Childhood® Delaware Coordinator and technical assistance to T.E.A.C.H. Early Childhood® Delaware scholars.

The mission of the Delaware Association for the Education of Young Children (DAEYC) is to strengthen the early care and education community by developing leadership; promoting high quality early care and education; and building community support.

### **Qualifications:**

- Minimum of Bachelor's degree in early childhood education or related field
- Minimum of 2 years experience in early care and education or equivalent
- Must be able to perform responsibilities with minimal supervision
- Understanding of the adult learner
- Experience with computers, including Microsoft Office software
- Strong interpersonal skills
- Strong organizational and time management skills
- Strong written and oral communication skills
- Ability to work cooperatively and respectfully with people of diverse backgrounds
- Ability to work flexible hours, including some evenings and weekends
- Knowledge of Delaware's early care and education professional development system a plus (i.e. qualifications for professionals in early care and education and school age centers, Delaware Competencies, DE Stars, etc.)
- Ability to maintain confidentiality
- Ability to lift 25 lbs.

### **Career Advisement Duties and Responsibilities (3 days per week):**

- Manage all career advisement communications
- Manage website and Face book/Twitter regarding career advisement
- Maintain database and files on all clients
- Meet regularly with current and new stakeholders ( DOE/DIEEC/DAEYC)
- Prepare monthly/ quarterly/ annual reports
- Organize and present career advisement to Family, Career & Community Leaders of America (FCCLA) High School and Vo Tech ECE students
- Meet with DE Stars team, director's groups, family child care support groups, Wilmington Early Care and Education Council (WECEC) Teacher Resource Center staff and all provider related organizations
- Create printed materials ( flyers/brochures/ table top display board)
- Attend conferences and job fairs as vendor or career advisement presenter
- Organize statewide information sessions for directors and other providers
- Develop recruitment strategies
- Create a career advisement advisory committee

- Establish community partnerships relevant to the career advisement system
- Manage career advisement contract and budget

**T.E.A.C.H. Early Childhood® Delaware Assistant (2 days per week):**

- Data entry and quality assurance of File Maker Pro database
- Answer phone email and fax requests regarding T.E.A.C.H.
- Update scholar and sponsor files
- Compile and mail recruitment packets, forms and other information to T.E.A.C.H. scholars/sponsors
- Order and maintain supplies
- Prepare reports and provide information as needed.
- Assist T.E.A.C.H. Early Childhood® Coordinator as needed in planning meetings and conferences, etc.

The statements in this job description are intended to describe the general nature and level of work required by this position at this time. However, it is not an all-inclusive list. DAEYC retains the discretion to add to or change the duties of the position at any time.

A letter of interest and resume is to be emailed to Kim Pridemore, at [kpridemo@dtcc.edu](mailto:kpridemo@dtcc.edu) by October 27.