



Engagement & Workgroup Development Coordinator

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Position and Responsibility

The CAYL (Community Advocates for Young Learners) Institute is a social justice organization whose mission is to organize, equip, and empower people to create change on behalf of children. We are seeking one to three innovative and experienced project coordinators, with experience and/or knowledge about the ECE field and its current challenges or opportunities. Their role would be to develop and coordinate workgroups around a specific topic that will lead to identification of key policy ideas and action plans. Specifically, they will:

- Identify (alumni and new emerging leaders), engage and organize workgroup participants, and convene (a minimum of three) work group meetings
- Facilitate a workgroup process that leads to identification of key challenges and desired outcomes around specific topic areas; and identification of key policy ideas and potential change strategies.
- Reach out to and establish collaborations with state and national groups
- Produce a 2-5 pg. synthesis of their work

JOB SCOPE

Consultancy: Short term (Immediate! - three months) 10-30 hour per week remote project

Person to person engagement, social media and the use of creative and innovative strategies is expected to be important components and strategies of this project which is designed to engage program alumni as well as identify and invite newly emerging leaders in CAYL's social justice and equity driven leadership initiatives.



The ideal candidate is an enthusiastic, social justice and equity focused individual with a passion for collaborating with colleagues at all levels in a mission-driven work environment but also able to work independently. This individual will bring an entrepreneurial spirit committed to innovation, creativity, and excellence.

JOB RESPONSIBILITIES

- Create a strategy for implementing and coordinating activities necessary to, organize and engage alumni of CAYL's leadership programs and identify and invite emerging leaders to participate
- Development workgroup structure, principles and norms.
- Establish benchmarks, metrics, and timelines necessary to achieve strategic objectives.
- Plan and facilitate all workgroup meetings.
- Participate in weekly CAYL team planning meetings.
- Prepare reports.

REQUIRED QUALIFICATIONS

- Knowledge of Early Care and Education (ECE) field a plus.
- Demonstrated experience in organizing and leading workgroups
- Excellent customer service skills.
- Ability to set and meet strict deadlines.
- Ability to work independently with minimum supervision.

If interested, please forward **CV** and **contact info.** to **bgadson@cayl.org**