

Job Title: Organization Coordinator

Reports To: Institute Executive Committee/Presidents & Board of Directors

Hours: Part-time/Independent Contractor, approximately 10-20 hours per month

Location: Hybrid; Primarily virtual though some occasional statewide travel may be required

Salary Range: \$20 per hour

About Us

The NC Institute for Child Development Professionals (Institute), created in 1993 by early childhood professionals, is a statewide, not-for-profit organization committed to the implementation of a comprehensive professional development and recognition system that links education and compensation for the early childhood workforce to ensure high quality care and education services for young children and their families. In addition, the Institute oversees the state's Early Educator Certification (EEC) and endorsement system which recognizes early childhood educators based on educational achievement and specific focused knowledge and roles. The Institute is composed of board members across the state of North Carolina, and our work occurs through virtual meetings, calls, and emails.

Position Summary

The Organization Coordinator supports the administrative coordination of the Institute. This individual is responsible for managing internal communication and meetings, updating digital content, and supporting the board with facilitation of work groups, fundraising efforts, and professional development opportunities.

The ideal candidate will be detail-oriented, possess excellent communication skills, and be able to work independently. At times, work may be requested on shorter timelines, but the majority of this position is self-paced, allowing the ideal candidate to set their own schedule. While this is a flexible, remote position, it is expected that the candidate is working weekly to maintain responsive communication.

Key Responsibilities

Institute Organizational Responsibilities

- Handle incoming and outgoing communications and correspondence (i.e., email and phone)
- Maintain & update the Institute external website in collaboration with the Executive Committee and Board.
- Revise board orientation in Google Classroom (as needed) and facilitate new board members through the board orientation module.
- Work with Institute Secretary/Assistant Secretary to create annual board forms for secretary/assistant secretary to distribute and track completion of compliance.
- Coordinate Institute Board, Executive Committee, and assist in creation of agendas and collection of and creation of board/executive committee mtg. documents as needed.
- Support Institute Workgroups/Committees to follow consistent schedules, assist in tracking notes and progress of workgroup action steps, and provide general administrative support to various workgroups as needed.
- Maintain Institute Google calendar by entering all Institute related meetings (i.e., committees, workgroups, board, PD events, etc.).
- Maintain Institute internal workgroup/committee Google sites. Create new sites as needed based on project needs.
- Maintain Institute Google Workspace for Non-profits (i.e., creating new users as needed, maintaining Institute contacts/email lists and groups, serving as organization's Google account administrator, etc.).
- Maintain and organize files, documents, and relevant records; assist in the preparation of reports, presentations, and other documents as needed.
- Facilitate quarterly meetings with Workgroup Co-Chairs and the Board President(s) as directed by the President.
- Supervise Institute interns.
- Support Lean-In and Learn webinars and other on-demand online organizational training opportunities.

- Work with the Fund Development Committee & Outreach & Public Awareness Committee (OPAC) to coordinate one fundraising appeal annually targeting Board members, workgroup members, and partners.
 - Support Fund Development Committee/Board with grant seeking/writing opportunities and monitoring of RFP opportunities and deadlines.
 - Provide updates of work and accomplishments as needed/requested to the Institute President(s).
 - Attend and report out as needed at Institute Board meetings.
 - Work in close collaboration and communication with the EEC Certification Coordinator and Institute Executive Committee.
 - Other duties as assigned/directed by the Executive Committee/Board.
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Reporting & Conduct Expectations

- Provide monthly reports and invoices to the Institute.
 - Work a minimum of 10-20 hours per month on Institute tasks.
 - Adhere to the NAEYC Code of Ethical Conduct.
 - Sign and uphold Institute's conflict of interest and confidentiality policies.
 - Regularly communicate with the Institute Executive Committee and Board.
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Required Qualifications, Skills & Attributes

- Bachelor's degree required; preference for Early Childhood Education, Human Services, and/or Business/Office Administration.
- Minimum of 2 years of experience in early childhood profession and/or nonprofit administration/administrative support.
- Experience with community engagement or certification/licensure programs preferred.
- Strong organizational, written, and verbal communication skills.
- Professional demeanor with ability to handle confidential information with discretion.

- Proficiency in MS Office (Word, Excel, PowerPoint); and digital platforms including Zoom, Google Suite, and Canva and willing to learn other relevant software/applications (e.g., Zeffy, WordPress, etc.).
 - Attention to detail and problem-solving skills.
 - Ability to manage multiple tasks independently and prioritize tasks effectively.
 - Comfort working both remotely and in collaborative team environments.
 - Excellent organizational and time management skills.
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Additional Requirements

- Access to reliable internet and a home office for remote work.
 - Valid driver's license and automobile for occasional statewide travel.
 - Must pass background check and have no record of child abuse or neglect.
 - Flexible availability including occasional evenings or weekends.
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Benefits

- Flexible schedule
 - Opportunities for professional development
 - Friendly and collaborative work environment
 - Opportunities for ECE state systems-building work
 - Create contacts and build relationships with individuals across early childhood systems at the state and national level
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Additional Information

- New hire onboard training will be provided through Institute board/executive committee members
- Targeted Start Date for Position: June 23, 2025

How To Apply: Interested candidates should submit their resume and cover letter to erins@ncicdp.org. Position open until a successful candidate is selected. Resumes will be reviewed on a rolling basis as received.