



## **Program Coordinator, Children's Institute**

### **Position Overview**

For nearly 70 years, Children's Institute (CI) has partnered with parents, caregivers, educators, and community providers to support the social-emotional development and well-being of children and youth. Our work advances early learning, school readiness, and youth leadership by strengthening the environments in which children live, learn, and grow. CI seeks a Program Coordinator to support the implementation, growth, and continuous improvement of Children's Institute's Primary Project and Early childhood services.

Primary Project is an evidence-based early intervention program developed and disseminated by Children's Institute. The program is implemented in schools locally, statewide and nationally supporting pre-K -3<sup>rd</sup> grades students with mild-moderate school adjustment difficulties. Early Childhood Services are professional development and quality improvement offerings implemented in early childhood settings locally and regionally, supporting childcare providers and early childhood educators through evidence-based training, coaching, and classroom observation.

Working closely with school districts, childcare centers, educators, administrators, families, community partners, and internal Children's Institute teams, the Program Coordinator supports program operations, training, communications, funding initiatives, quality improvement activities, research support, and partner consultation. The position serves as a key liaison between Children's Institute and partner schools, ensuring high-quality implementation, stakeholder engagement, and continuous program growth.

### **Key Responsibilities**

#### ***Primary Project***

##### Program Coordination

- Manage the Application for Funds process, including outreach, application review, onboarding, and implementation support.
- Provide consultation, technical assistance and ongoing support to participating schools and districts, including site visits around program implementation.
- Coordinate continuous improvement efforts, including implementation tools, assessment processes, and pilot initiatives.

- Develop, coordinate, and deliver training for Primary Project programs.
- Provide general project management including developing and maintaining program resources and materials, organizing meetings, monitoring project activities, technology integration and process improvement.

#### Training and Professional Development

- Design, coordinate, and deliver in-person, virtual, and online professional development opportunities.
- Develop training materials, calendars, evaluations, and participant records.
- Manage online learning platforms and support participant engagement.

#### Research, Evaluation, and Administrative Support

- Assist with research, data collection, program evaluation, and continuous improvement initiatives.
- Coordinate project timelines, meetings, reports, and documentation.

#### ***Early Childhood Services***

- Coordinate implementation and day-to-day operations of contracted services.
- Help to build and sustain partnerships with schools, early childhood providers, families, and community organizations.
- Support participant enrollment, outreach, training, resource development, and program implementation.
- Assist with data collection, evaluation, reporting, and grant-related activities.
- Coordinate communications and engagement activities to promote program awareness and participation.

#### **Qualifications**

- Bachelor's degree in Education, Public Administration, Communications, Social Work, Psychology, Nonprofit Management or a related field. Masters preferred.
- 3+ years of experience coordinating programs, projects, training, or partnerships.
- Excellent written, verbal, and interpersonal communication and customer-service skills and experience creating clear, engaging written and visual communications.
- Demonstrated project management and organizational abilities.
- Experience developing and facilitating presentations, training materials, and adult learning opportunities.
- Proficiency with Microsoft Office Suite and cloud-based collaboration tools.



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- Ability to analyze information, manage data, and translate complex information into data-informed decisions and user-friendly materials.
- Ability to work independently while collaborating effectively with diverse stakeholders.
- Ability to manage multiple initiatives simultaneously with attention to detail.
- Demonstrated commitment to equity and culturally responsiveness.
- Experience working in nonprofit, education, or community-based settings a plus.
- Experience with survey platforms, learning management systems, and data collection a plus.

### **Additional Information**

- Supervisory: No direct staff supervision
- Work location: Primarily on-site in Rochester, NY with periodic evening or overnight travel to schools, community organizations, conferences, and training locations. The nature of this position requires the individual to be in the office or the field 60-80% of the time as determined by supervisor.
- Anticipated Salary Range: \$55,000-\$65,000
- Benefits: Children's Institute offers a comprehensive benefits package including health, dental, vision, disability, life insurance; additional ancillary benefits, an employer contribution toward health insurance premiums; generous paid time off including vacation time, paid holidays, and planned office closures; 4% employer contribution to 401(K) retirement plan & optional employee retirement contribution.

### **To Apply**

Please submit a resume and cover letter detailing how your qualifications match the job description to: [info@childrensinstitute.net](mailto:info@childrensinstitute.net)

### **Equal Employment Opportunity**

Children's Institute is committed to equal employment opportunity for all persons regardless of race, religion, color, national origin or citizenship, ancestry, sex, gender, gender identity, gender expression, age, disability, sexual orientation, marital, military, or veteran status, or any other status or characteristic protected by law. We welcome qualified candidates with lived experiences to help us best serve our great Community! We know that a diverse team makes for the best collaborative work and creative thinking. We are dedicated to adding new perspectives and experiences to the team and encourage everyone who is interested in the work to apply.