

## **Social and Emotional Learning (SEL) Project Coordinator and Trainer**

### **Primary Purpose**

Children's Institute's Center for Social and Emotional Learning (Center) seeks a project coordinator and trainer to provide overall support for projects related to SEL in schools, early childcare centers, and out-of-school-time programs in the greater Rochester region.

### **Organizational Summary**

The mission of Children's Institute is to equip and support those who work with children to ensure the success of every child. With programs and services that are grounded in research, we build bridges between theory and practice. We transform ideas into proven solutions and turn obstacles into opportunities for success for children and families.

Children's Institute partners with community agencies and schools to strengthen the social and emotional health of children in a variety of different ways. We assist with the implementation of evidence-based prevention and early intervention programs; provide a range of trainings, assessments, and services to support those who work with children; and conduct research and evaluation to continuously improve efforts that support children's positive growth and development.

The Center is a resource for early childhood centers, schools, districts, community-based organizations, afterschool and expanded learning programs, and others. The Center provides information and resources, training and technical assistance, consultation on implementation and alignment with other initiatives, and research and evaluation services all related to SEL.

### **Position Description and Responsibilities**

Reporting to the Director of the Center for Social and Emotional Learning, the SEL Project Coordinator is responsible for assisting in all SEL Center projects including supporting implementation of SEL in school districts and training for in- and out-of-school educators in SEL practices. The Coordinator will have responsibilities such as, but not limited to, the following:

- Assist in the development and delivery of training related to SEL practices, the importance of and research behind SEL, and how to integrate SEL into the classroom/program.
- Assist in needs assessment activities in school districts and programs including conducting interviews and focus groups with key stakeholders.
- Participate in and help to coordinate planning sessions.
- Help to plan and coordinate training series and consultation models for different settings (e.g., early childhood, out-of-school-time programs, K-12 schools).
- Assist with managing projects including organizing meetings, managing communication and correspondence with district and program staff, keeping meeting notes, monitoring project activities, proposal development and reporting.
- Assist with budget development and monitoring.
- Other duties as assigned.

## Requirements

Accomplished professional experience in one or more of the following settings: PK-12 schools, early childhood centers, out-of-school-time programs. The ideal candidate will have the following experience, expertise, and skills:

- Masters degree in school psychology, social work, education, early childhood development, psychology, or related field or equivalent.
- Excellent oral and written communication skills.
- Training/adult education experience.
- Excellent organizational skills.
- Knowledge of social and emotional learning, especially evidence-based curricula and practices.
- Commitment to Children's Institute mission.
- Experience working with diverse population.

## Salary and hiring plans:

- This position is currently open.
- The position is expected to earn \$40,000 to \$50,000 per year.
- This is a 40 hours per week position with a "temp-to-perm" expected progression in three to six months, depending on the individual's fit and continued program/funding support.

***Interested applicants should forward a cover letter and resume to:***

### **Elizabeth Devaney**

*Director of SEL Center/Research Associate*

Children's Institute

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Children's Institute, an Equal Opportunity Employer, will recruit, hire and promote for all positions without regard to disabled veteran, Vietnam Era veteran, or other eligible veteran status, age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, disability, genetic information, marital status, or any other status protected by law.

*EOE Minorities/Females/Protected Veterans/Disabled*